# ADMINISTRATIVE COMPONENTS

# CHAPTER 6

## Working with Liferay Content Management

In this chapter, we will look the task performed by Chief u-Library Admin. These include :

- How to update static content (article) as well as upload relevant images and files, and manage statistics as well as interesting facts & figures
- How to manage add, publish as well as remove content from the 4 knowledge pillars
- How to add, change and delete images for image slideshow on the portal
- How to update categories under Control Panel

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# 1. GETTING STARTED

## 1.1 Accessing Control Panel

i) As a Chief u-Library administrator, Library administrator or Library staff, you need to populate the u-Pustaka Portal content. In order to do this, you must first log into the portal and have access to the "Control Panel" menu

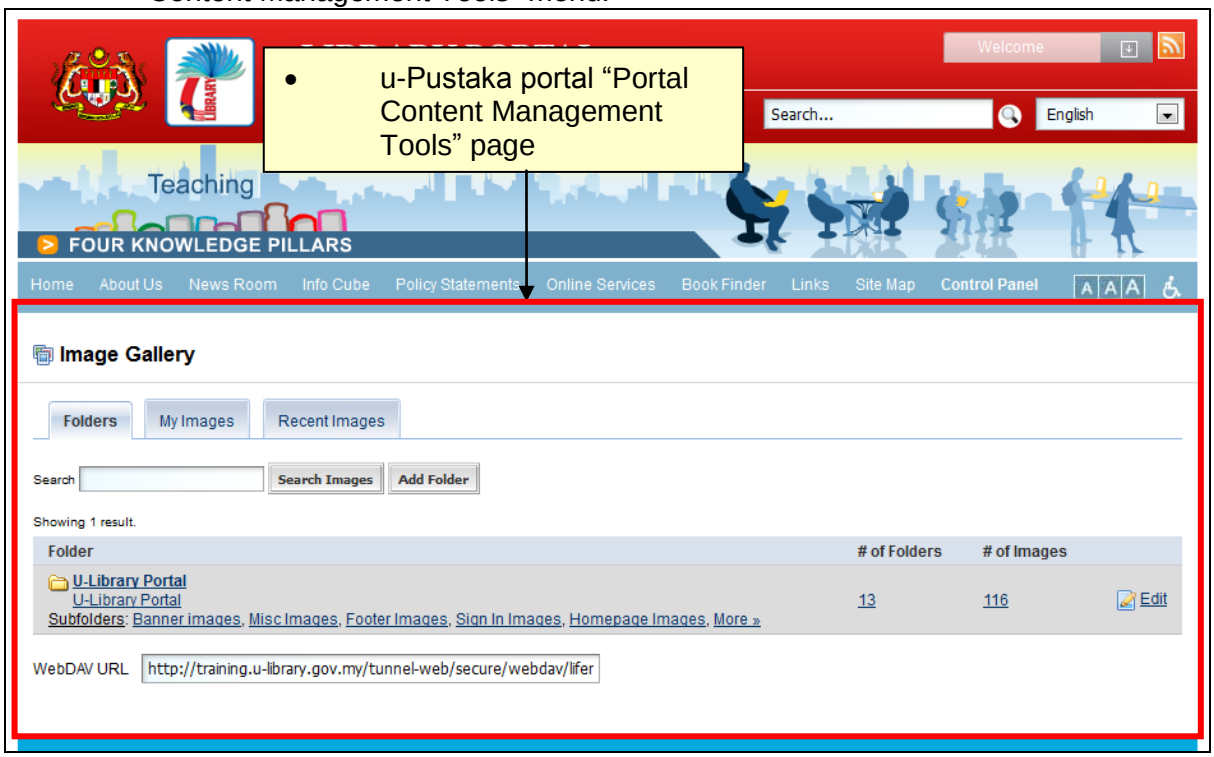
a. Launch a browser and browse to *http://www.u-Library.gov.my/portal*. Refer to diagram below for u-Pustaka Portal look and feel.

b. Once the portal homepage is fully loaded, locate the "Login u-Pustaka" section at the right side of the screen.

c. Log in to the portal using your "*UserID*" and "*Password*".

d. After logging in successfully, you are now able to see the “Portal Content Management Tools” menu located under the “Control Panel” menu.

e. To access the “Portal Content Management Tools” page, click on the “Portal Content Management Tools” menu.



# 2. Managing Static Content

## 2.1 Introduction to Managing Images

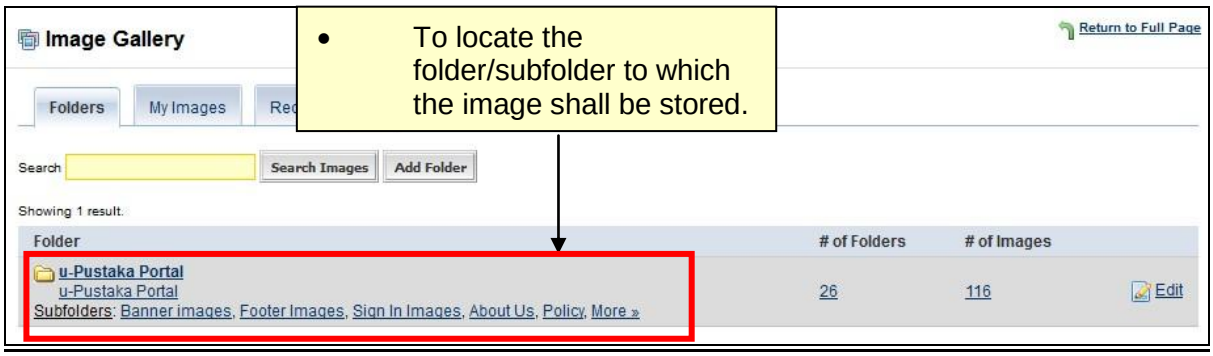
i) Images such as those used under “About Us” can be uploaded to Liferay Portal server easily.

## 2.2 To upload an image

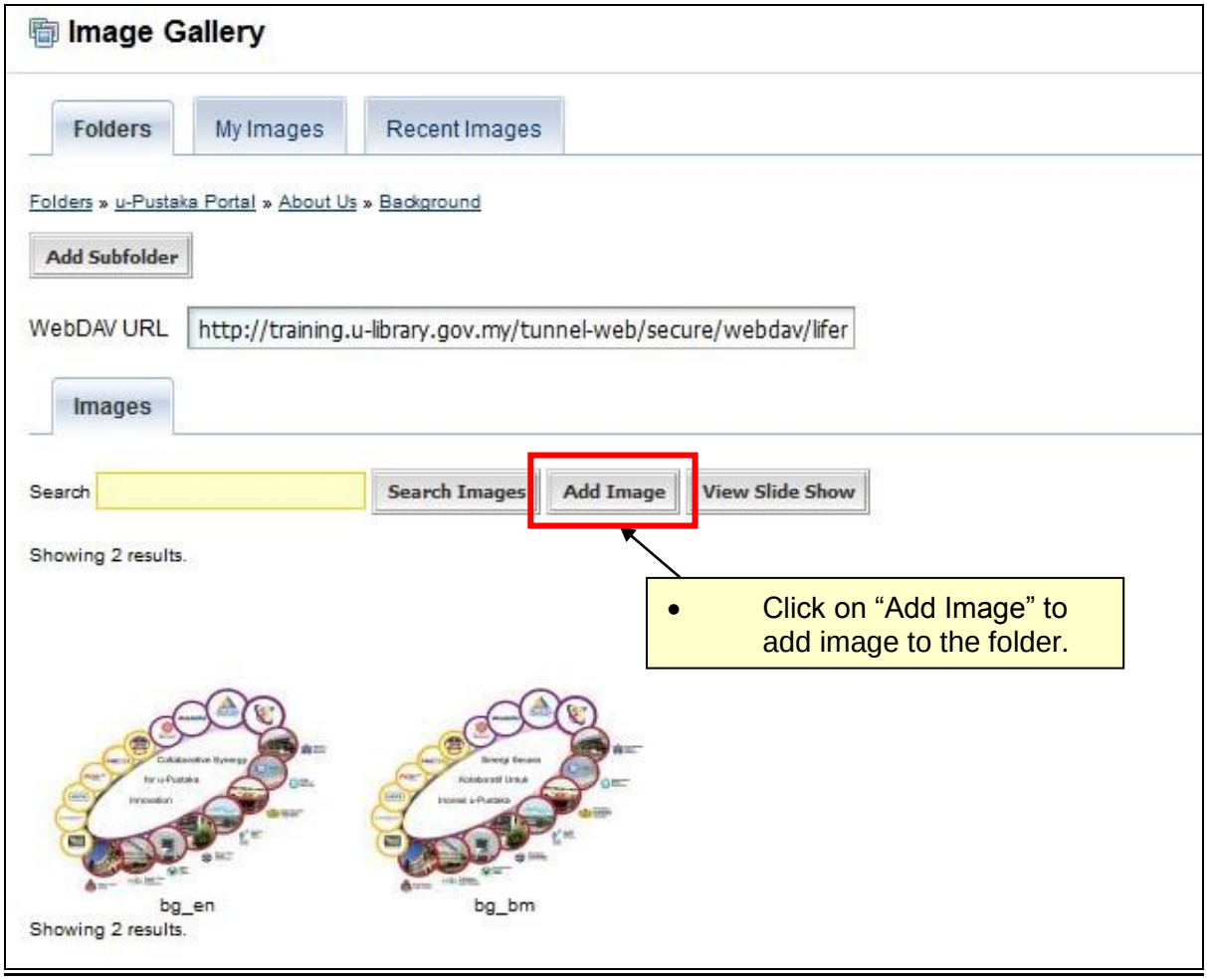
i) This task is the responsibility of the Chief u-Library Admin

ii) Image Gallery is a tool for you to manage the images used in static information on the portal.

iii) Click on u-Pustaka Portal to locate the folder and subfolder to which the image shall be stored.



iv) Click on “Add Image” button.




v) Click on “Use the classic uploader”.

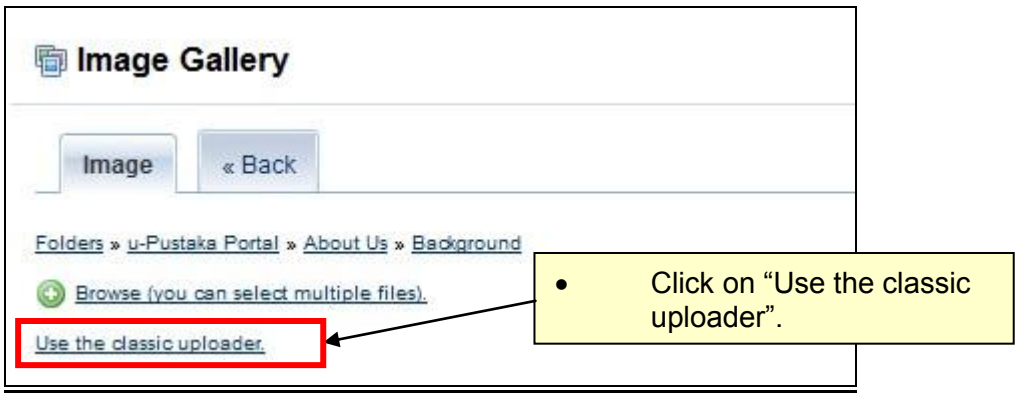
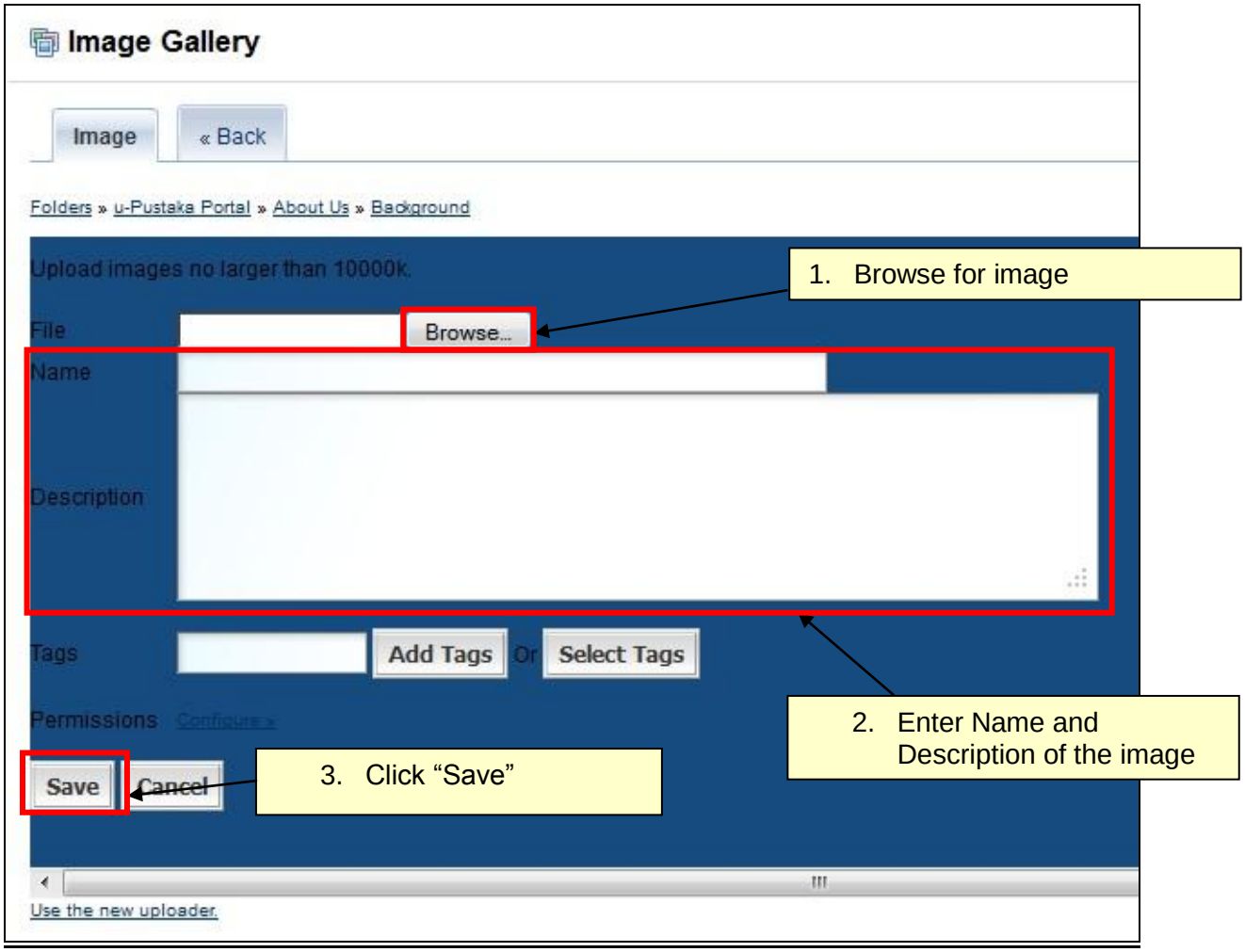


Image Gallery
Image
« Back
Folders » u-Pustaka Portal » About Us » Background
Browse (you can select multiple files).
Use the classic uploader.
• Click on “Use the classic uploader”.

vi) Browse for the image from your local hard disk, enter the name and description, and then click “Save” button to upload the image.



## 2.3 Managing Static Content (articles)

i) From time to time, the static information, which are those not generated by the system, needs to be updated. These include information shown in the table below.

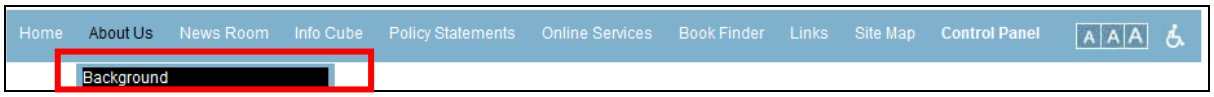
| | |
|---|---|
| About Us | News<br>Announcements<br>Events<br>RSS Feeds Corner<br>Multimedia Gallery |
| Info Cube | Citizens' VOICE<br>u-Pustaka User Manuals |
| Policy Statements | Membership Policy<br>u-Pustaka Services Policy<br>W3C Disability Access<br>FAQ |
| Footer | |

## 2.4 To update an article

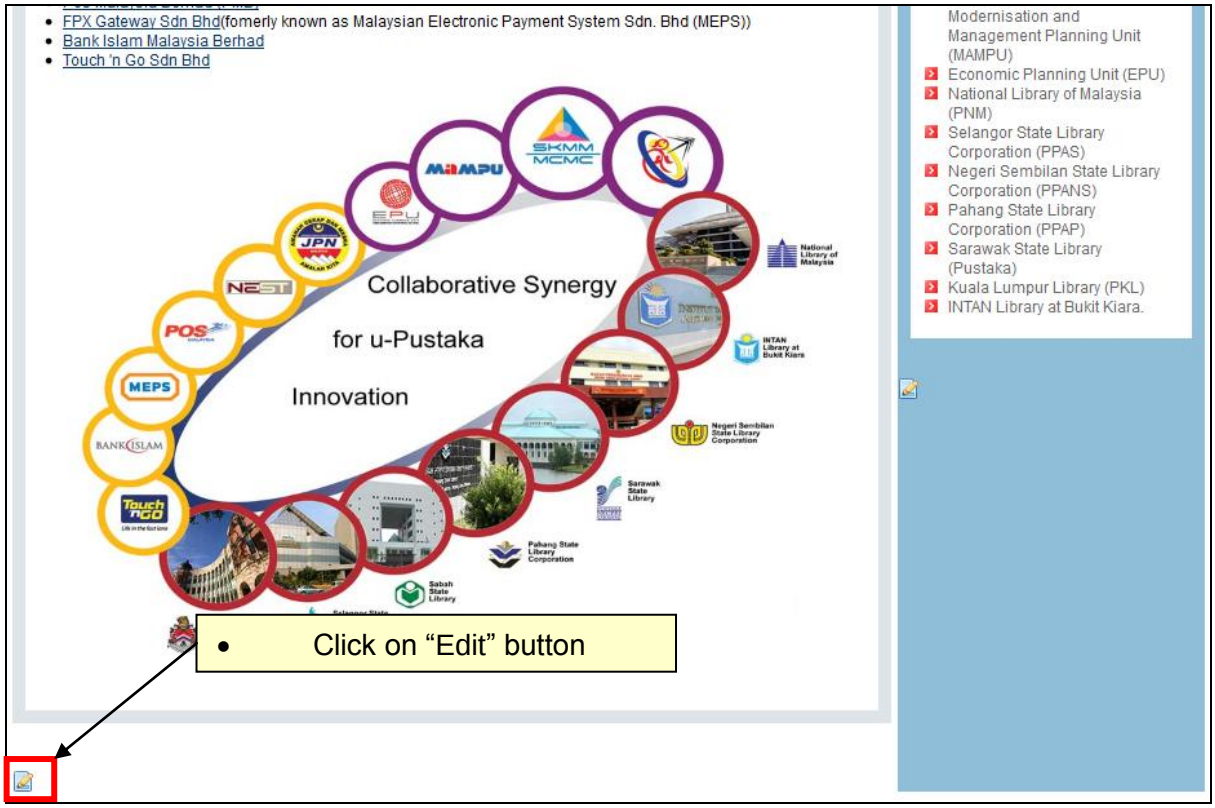
i) Articles are any piece of content that can be created, updated and deleted. The responsibility of updating an article rests with the Chief u-Library Admin

ii) To begin, find the article that you would like to update. In this example, u-Pustaka background will be used.

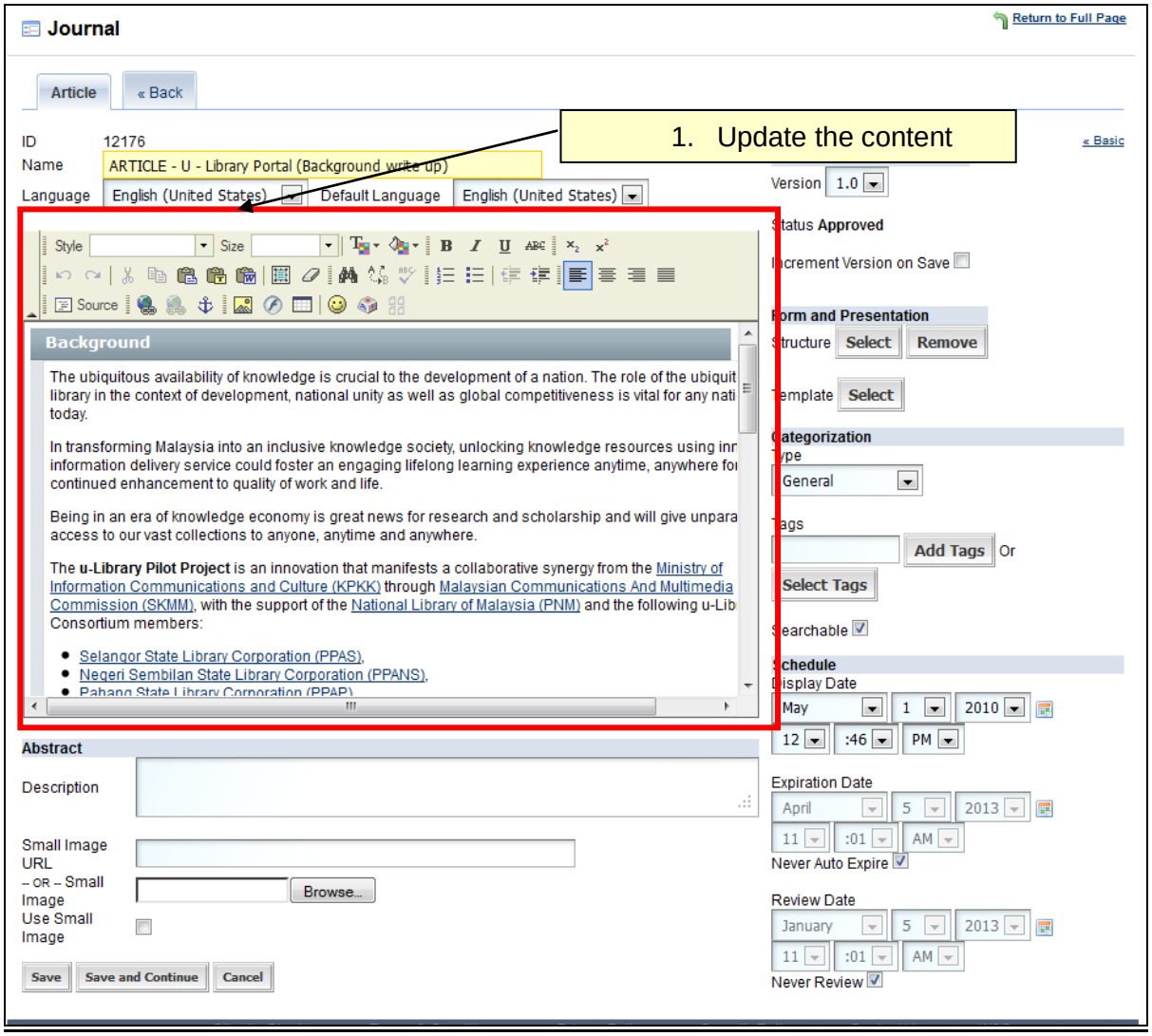
iii) Click on the "Background" under "About Us" on the main menu.



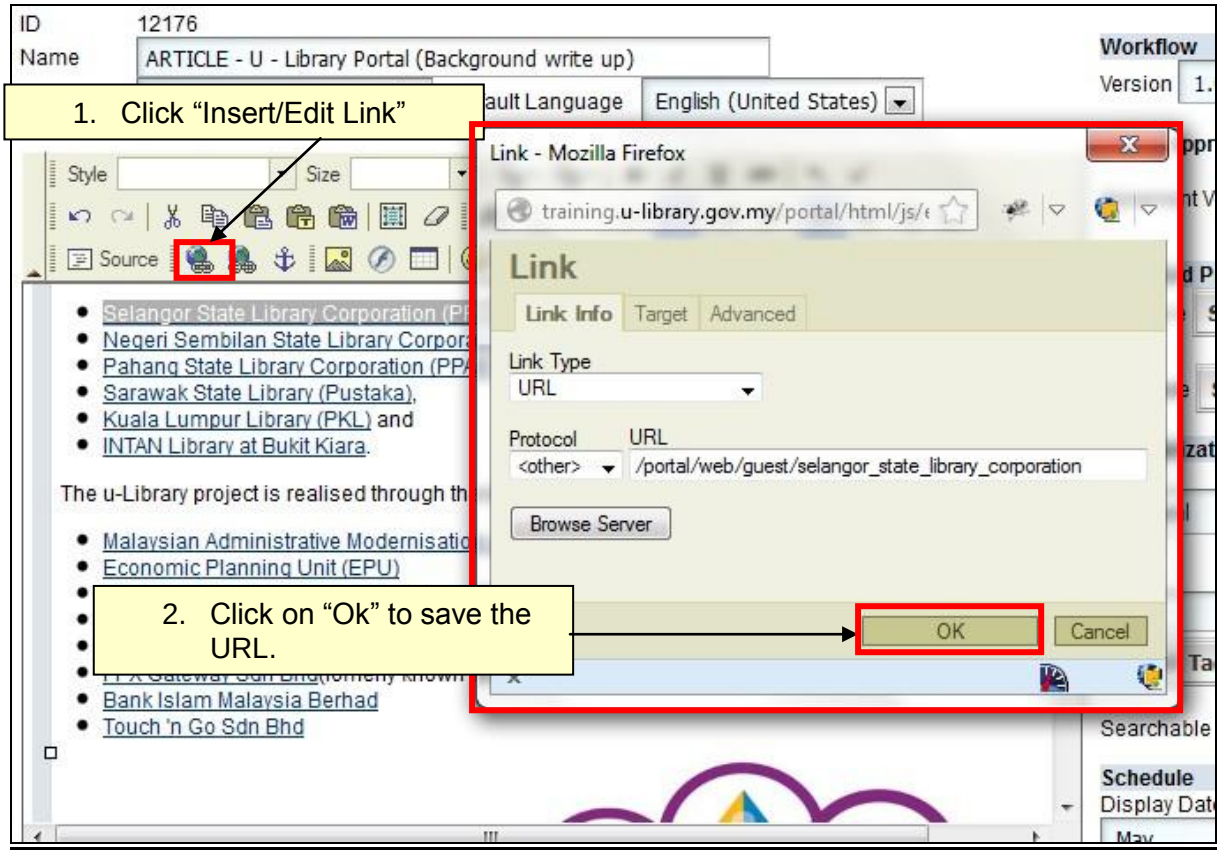
iv) To update the background write-up, click on the “Edit” icon.


FPX Gateway Sdn Bhd(fomerly known as Malaysian Electronic Payment System Sdn. Bhd (MEPS))
Bank Islam Malaysia Berhad
Touch 'n Go Sdn Bhd
Collaborative Synergy
for u-Pustaka
Innovation
Modernisation and Management Planning Unit (MAMPU)
Economic Planning Unit (EPU)
National Library of Malaysia (PNM)
Selangor State Library Corporation (PPAS)
Negeri Sembilan State Library Corporation (PPANS)
Pahang State Library Corporation (PPAP)
Sarawak State Library (Pustaka)
Kuala Lumpur Library (PKL)
INTAN Library at Bukit Kiara.
Click on “Edit” button

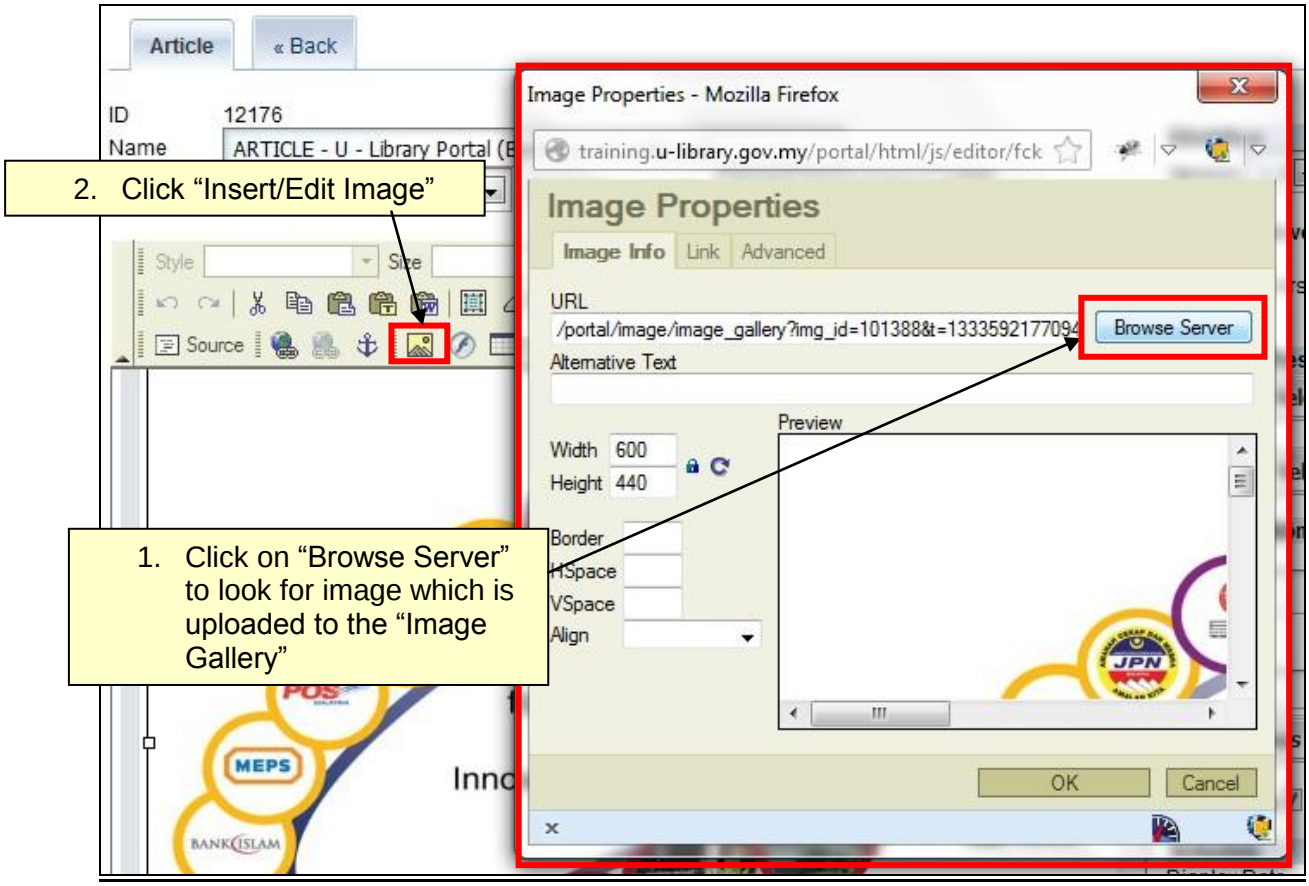
v) On the next screen, update the article content using the rich text editor provided.



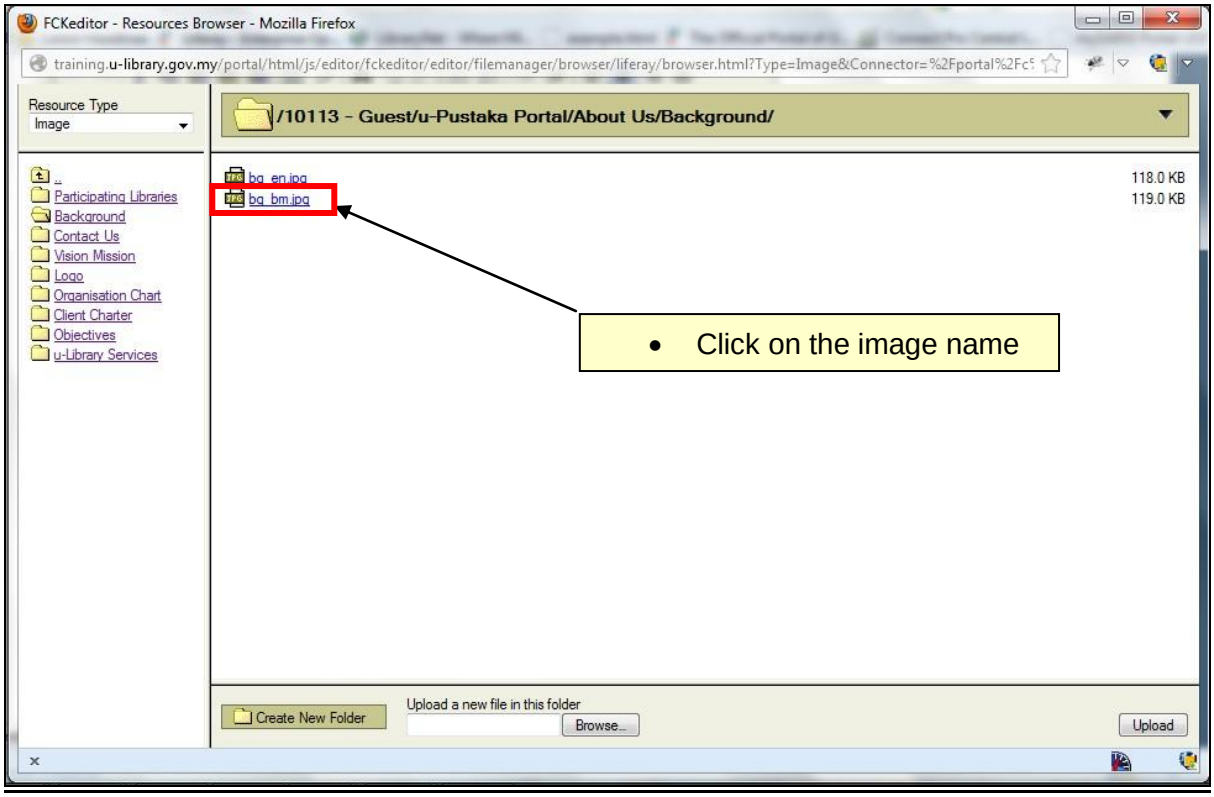
vi) To update link, click on “Insert/Edit Link” button to enter the URL of the link.



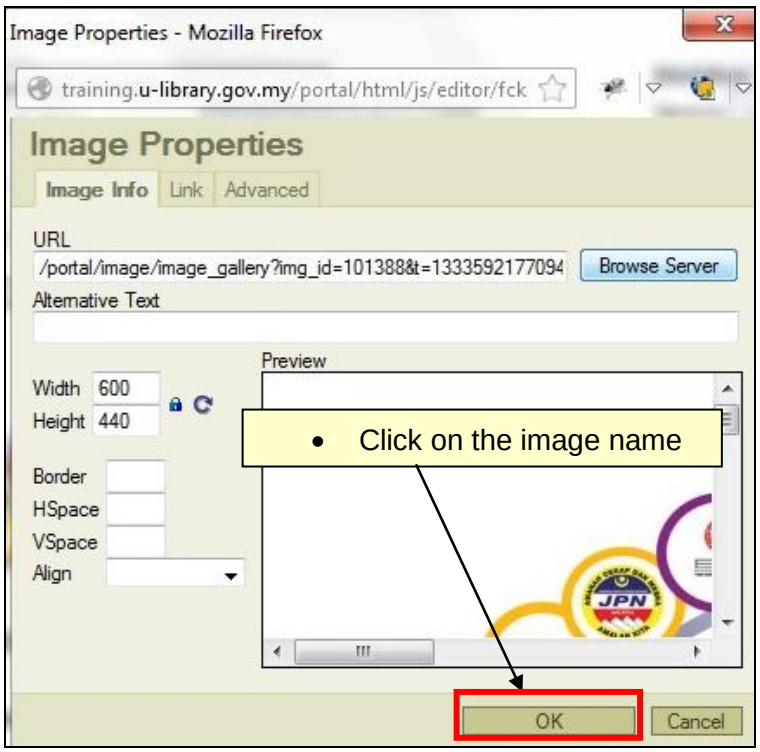
vii) To insert and image, click on “Insert/Edit Image” button, a pop-up screen will appear for browsing image from the “Image Gallery”.



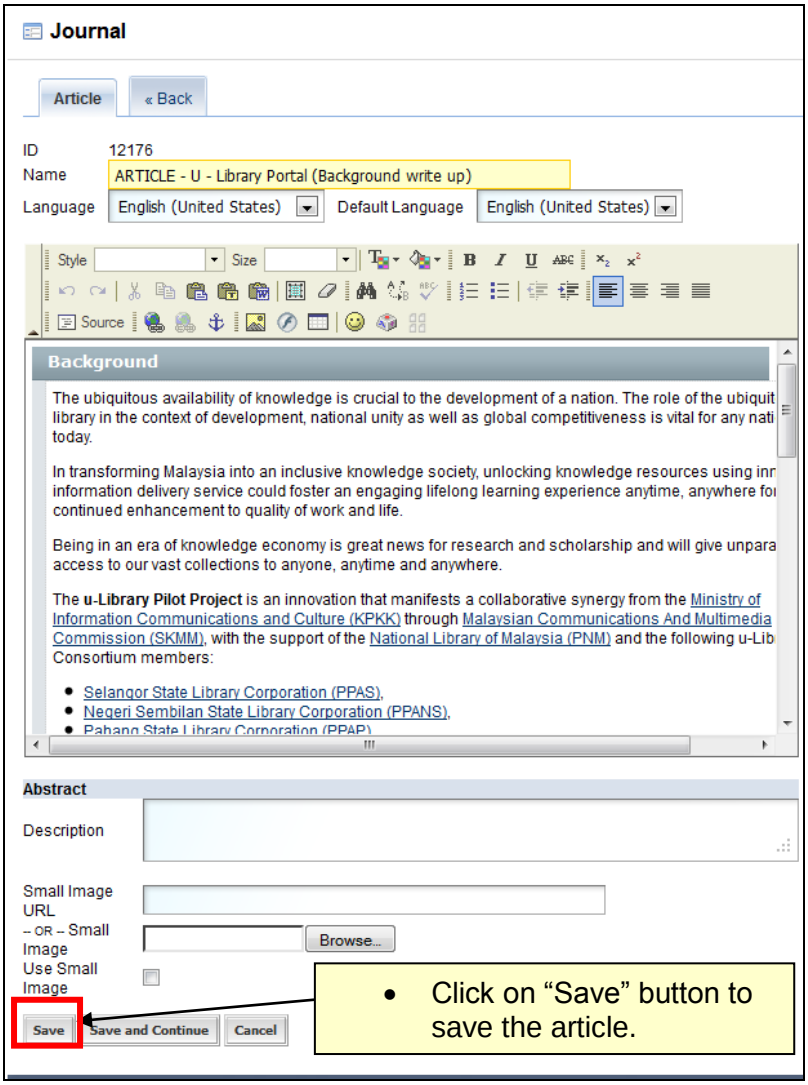
viii) Navigate to the folder containing the image; select it by clicking on the image name.




ix) Once the image is selected, you will come back to the screen shown below and click “Ok” button to insert the image to the article.



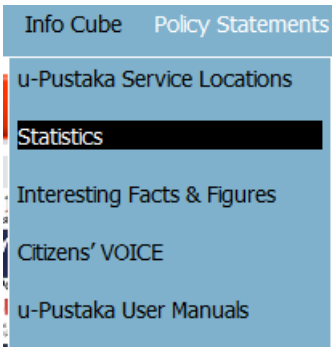
x) Click on the “Save” once the article is updated.


Journal
Article
« Back
ID
12176
Name
ARTICLE - U - Library Portal (Background write up)
Language
English (United States)
Default Language
English (United States)
Style
Size
Source
Background
The ubiquitous availability of knowledge is crucial to the development of a nation. The role of the ubiquit
library in the context of development, national unity as well as global competitiveness is vital for any nati
today.
In transforming Malaysia into an inclusive knowledge society, unlocking knowledge resources using inr
information delivery service could foster an engaging lifelong learning experience anytime, anywhere fo
continued enhancement to quality of work and life.
Being in an era of knowledge economy is great news for research and scholarship and will give unpara
access to our vast collections to anyone, anytime and anywhere.
The u-Library Pilot Project is an innovation that manifests a collaborative synergy from the Ministry of
Information Communications and Culture (KPKK) through Malaysian Communications And Multimedia
Commission (SKMM), with the support of the National Library of Malaysia (PNM) and the following u-Lib
Consortium members:
Selangor State Library Corporation (PPAS),
Negeri Sembilan State Library Corporation (PPANS),
Pahang State Library Corporation (PPAP)
Abstract
Description
Small Image URL
– OR – Small Image
Browse...
Use Small Image
Save
Save and Continue
Cancel
Click on “Save” button to save the article.

# 3. Managing Statistics

## 3.1 Introduction

i) The statistics section within the u-Pustaka Portal can be found under Info Cube.



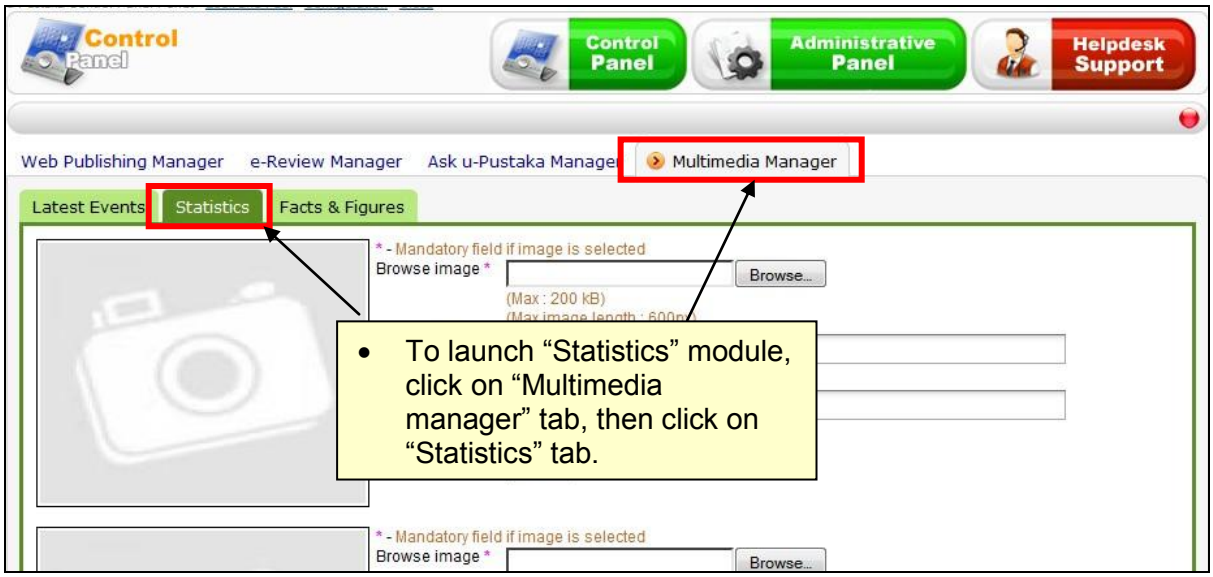

ii) It allows Chief u-Library Admin to update statistics that are relevant to u-Pustaka and its services.

iii) The Statistics must be saved as jpg or gif image file for uploading. For optimal viewing experince the size of the statistic should be fixed at **Width : 600 pixel** and **Height : 500 pixel.**

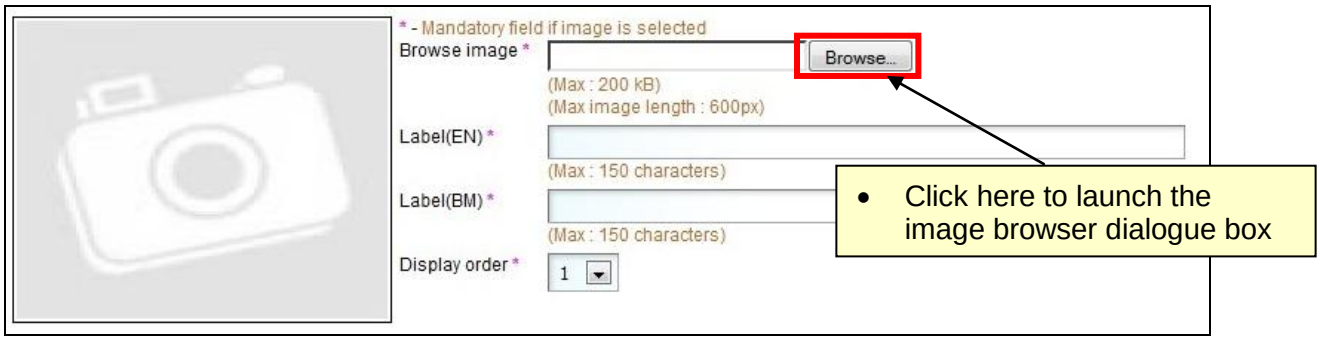
## 3.2 To add a statistics image file

i) This task is the responsibility of the Chief u-Library Admin.

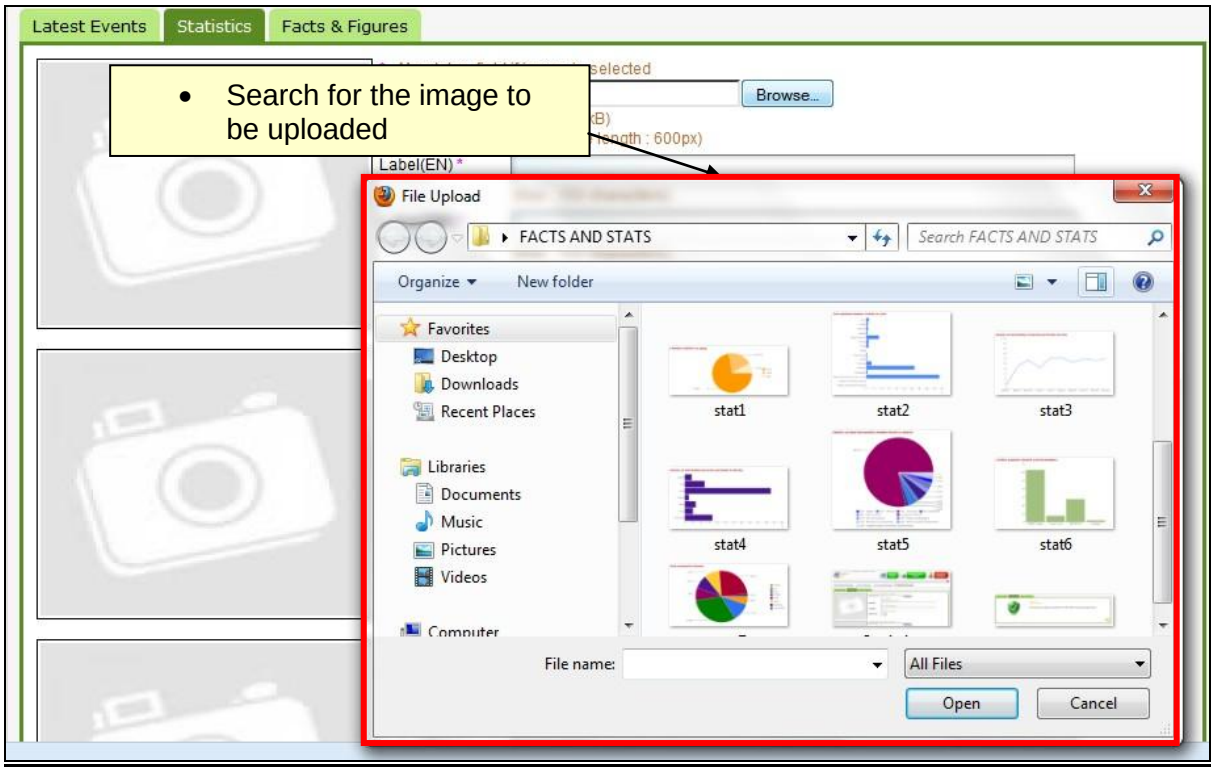
ii) From the "Control panel", click on the "Multimedia Manager" tab, then click on "Statistics" tab.



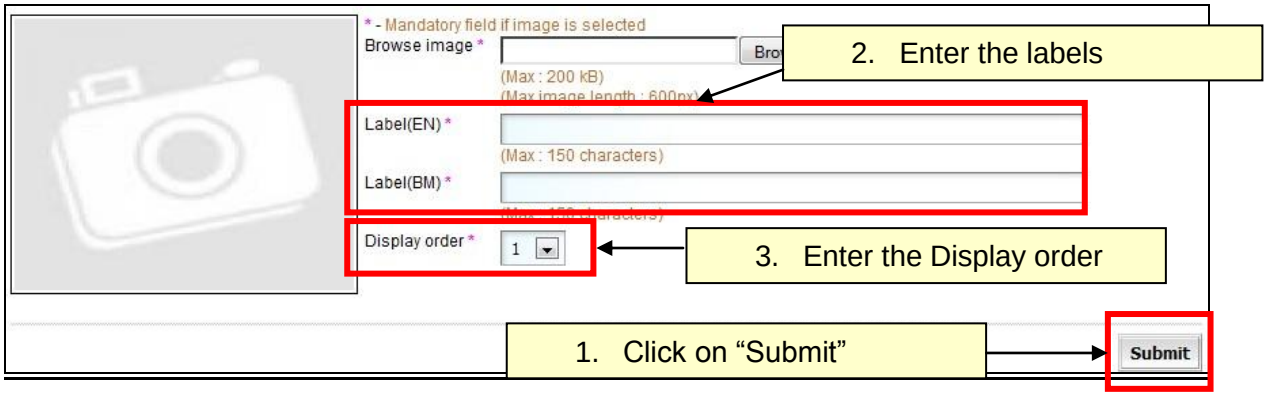
iii) Once the “Statistics” is launched, click on any of the “Browse image” button located at each of the empty slide.




iv) On the pop-up screen, browse for the image (*.jpg, *.gif) to upload to Statistics.



v) Enter the label in both English and Bahasa Melayu, followed by the display order, then click on “Submit” button. Please note that the display order will determine which sequence of the images displayed to the user.



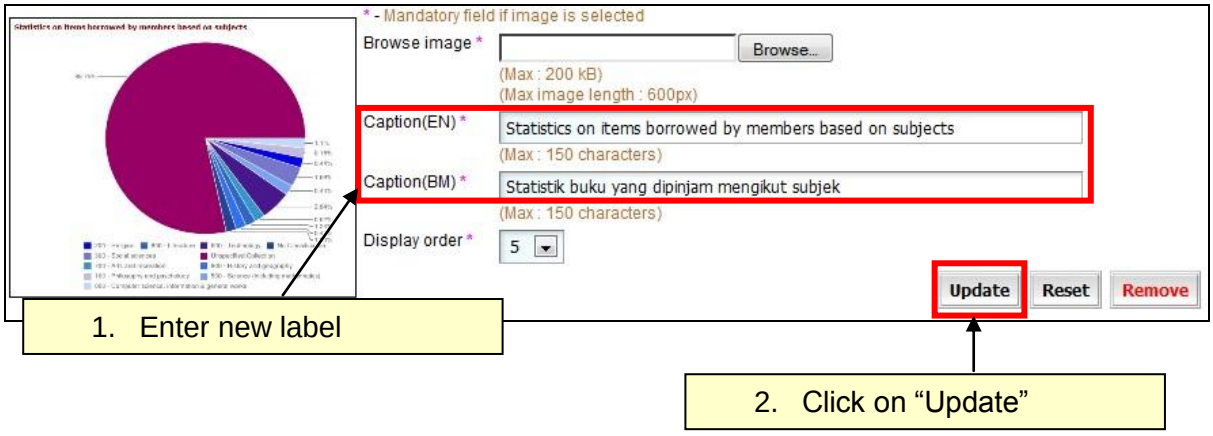

## 3.3 Updating Statistics Caption

i) This task is the responsibility of the Chief u-Library Admin

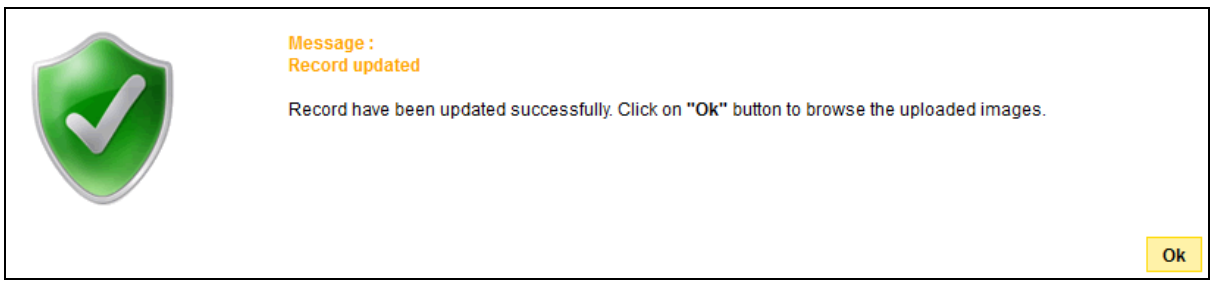
ii) Under “Control panel”, click on the “Multimedia Manager” → “Statistics” tab.

iii) Scroll down to the bottom of the page. All images that have been used will be displayed at the bottom of the page.

iv) Locate the image you would like to update, enter your new label then click on “Update” button.




v) Message indicating successful update will be displayed. Click “Ok” to proceed.

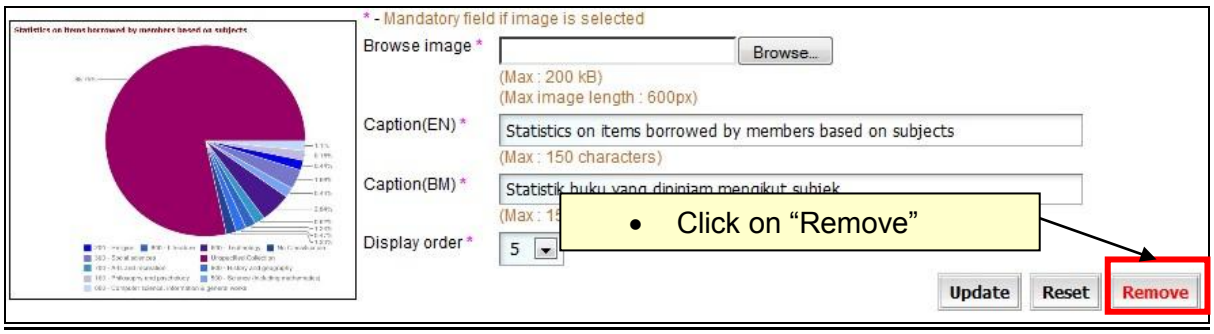


## 3.4 Removing Statistics

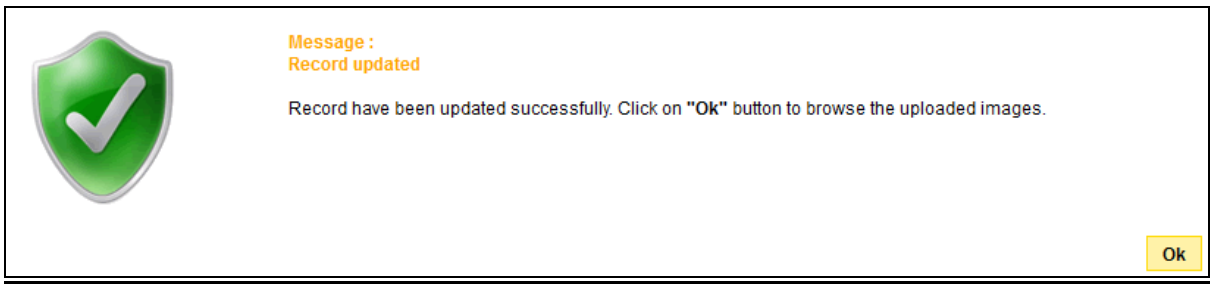
i) Under “Control panel”, click on the “Multimedia Manager” → “Statistics” tab.

ii) Scroll down to the bottom of the page. All slides that have been used will be displayed at the bottom of the page.

iii) Locate the image you would like to remove then click on “Remove” button.



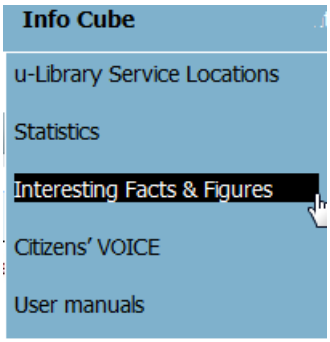

iv) Message indicating successful update will be displayed. Click “Ok” to proceed.



# 4. Managing Interesting Facts & Figures

## 4.1 Introduction

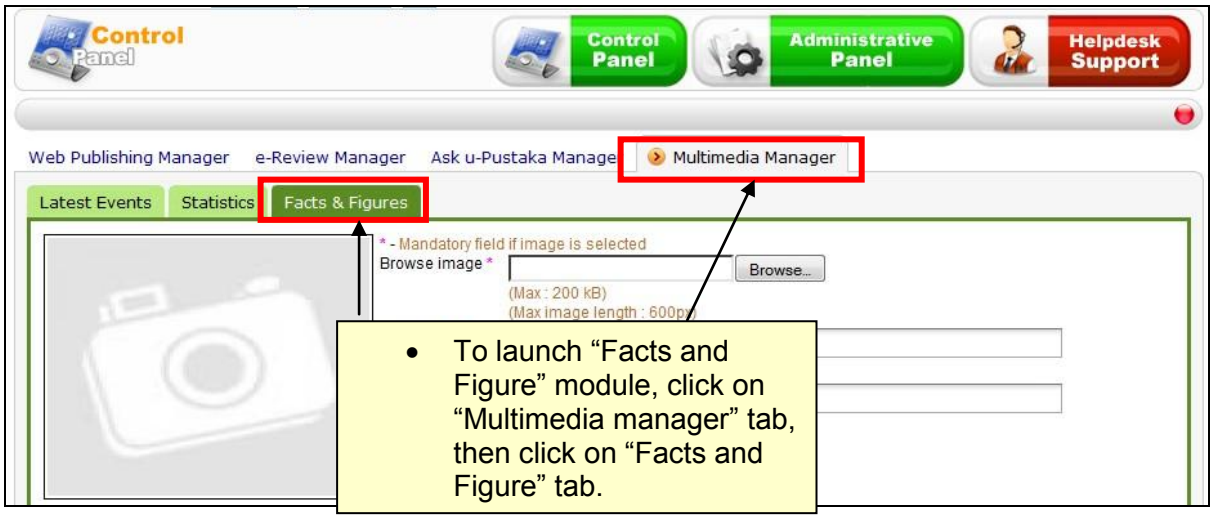
i) The Interesting Facts & Figures section within the u-Pustaka Portal can be found under Info Cube.



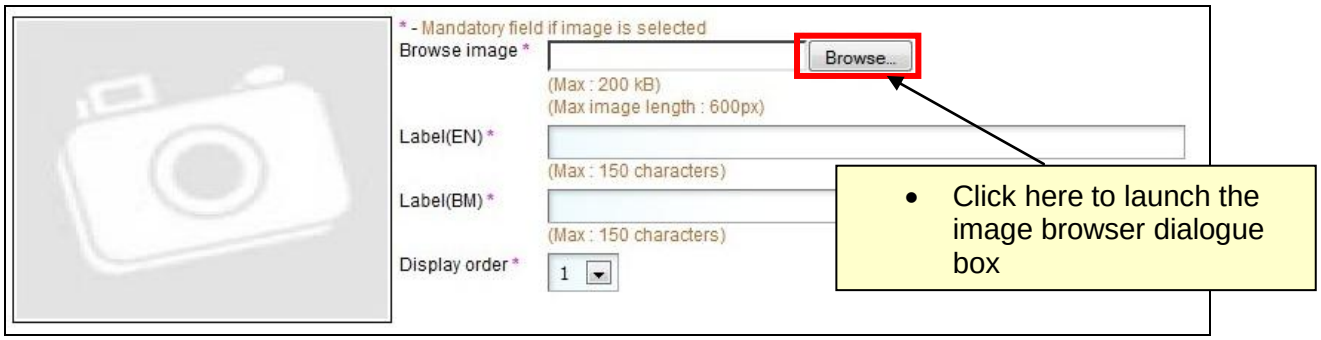

## 4.2 Add New Interesting Facts and Figures

i) This task is the responsibility of the Chief u-Library Admin

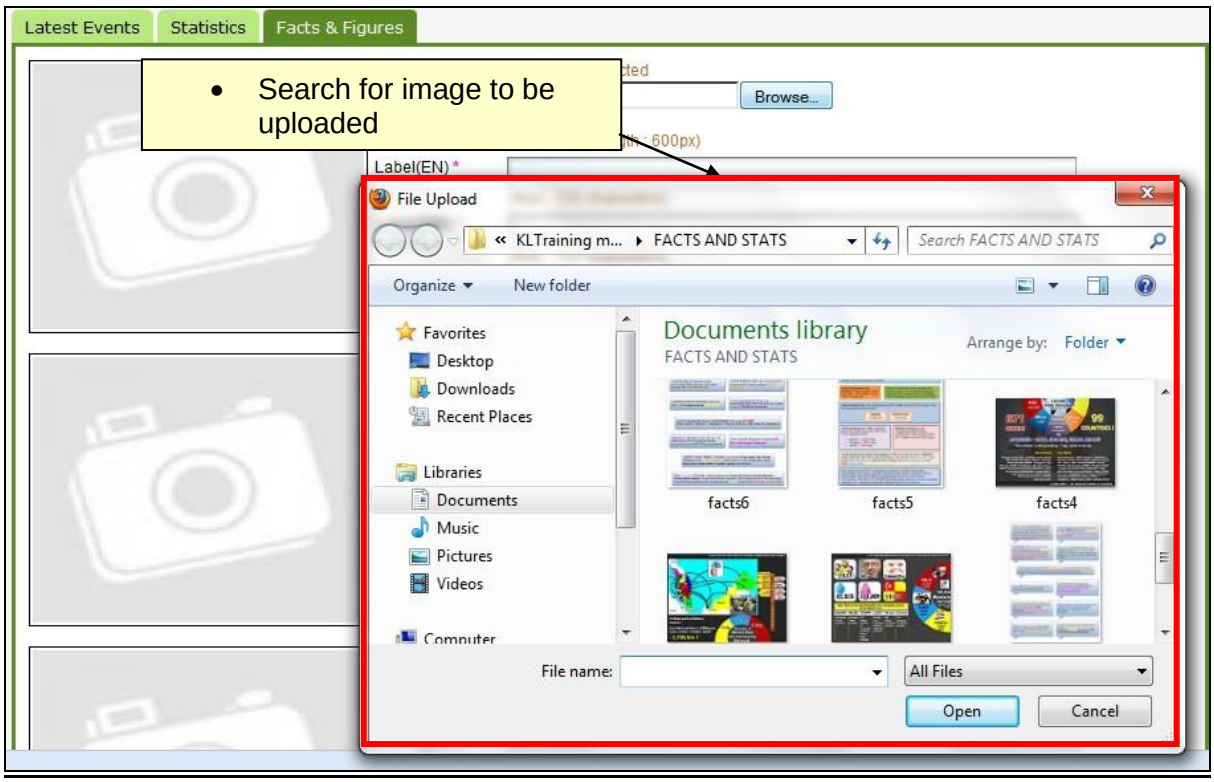
ii) Under "Control panel", click on the "Multimedia Manager" tab, then click on "Facts and Figures" tab.



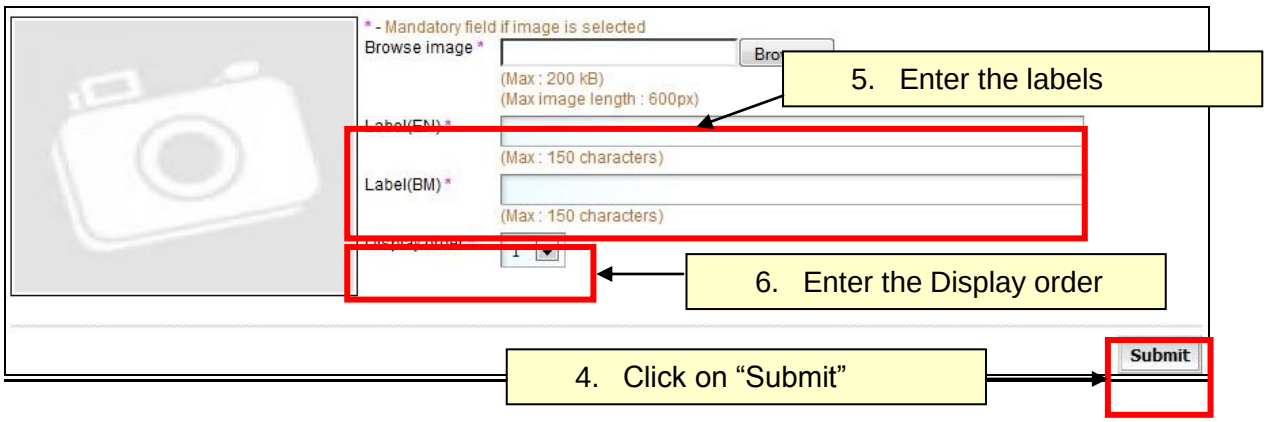
iii) Once the “Facts and Figures” is launched, click on any of the “Browse image” button located at each of the empty slide.




iv) On the pop-up screen, browse for the image (*.jpg, *.gif) to upload to Facts and Figures




v) Enter the label in both English and Bahasa Melayu, followed by the display order, then click on “Submit” button. Please note that the display order will determine which sequence of the images displayed to the user.



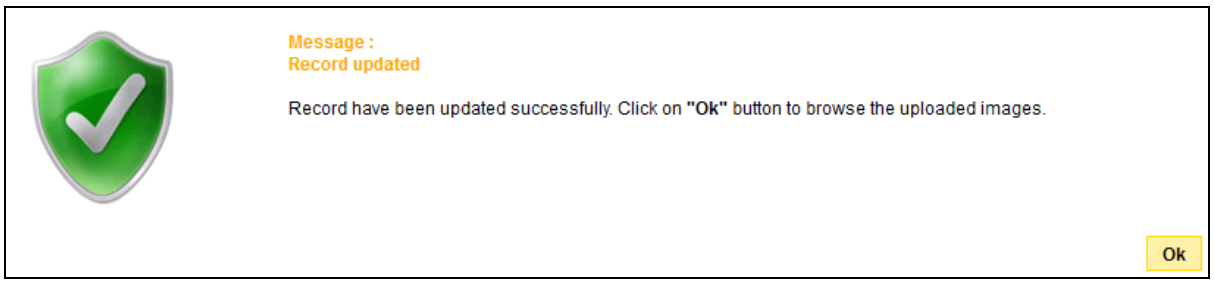

## 4.3 Update Caption for Interesting Facts & Figures

i) Under “Control panel”, click on the “Multimedia Manager” → “Facts and Figures” tab.

ii) Scroll down to the bottom of the page. All images that have been used will be displayed at the bottom of the page.

iii) Locate the image you would like to update, enter your new label then click on “Update” button.

iv) Message indicating successful update will be displayed. Click “Ok” to proceed.

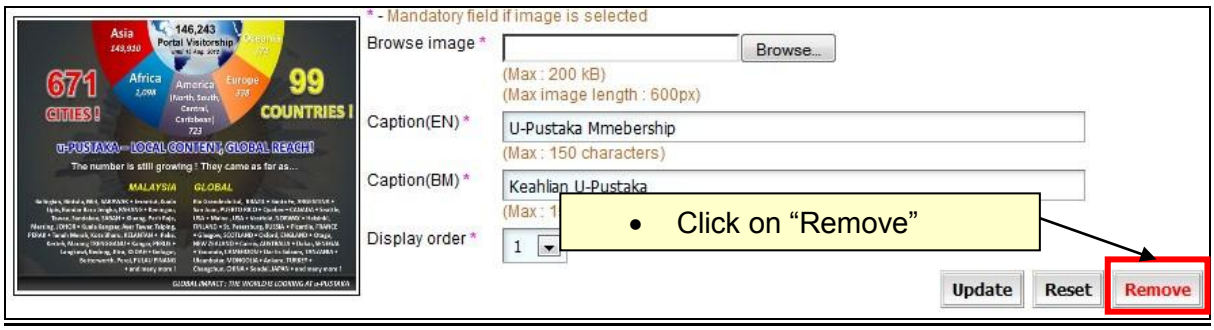


## 4.4 Removing Interesting Facts and Figures

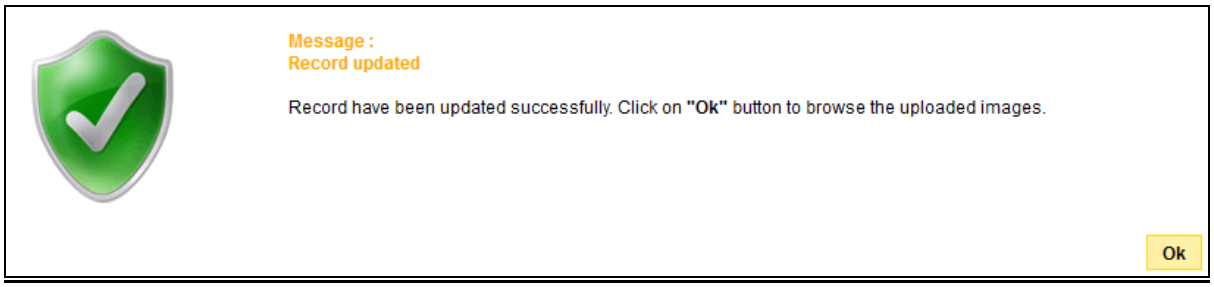
i) Under “Control panel”, click on the “Multimedia Manager” → “Facts and Figures” tab.

ii) Scroll down to the bottom of the page. All slides that have been used will be displayed at the bottom of the page.

iii) Locate the image you would like to remove then click on “Remove” button.




iv) Message indicating successful update will be displayed. Click “Ok” to proceed.



# 5. Managing 4 Knowledge Pillars

## 5.1 Introduction

i) The 4 Knowledge Pillars shall be updated by the Chief u-Library Admin or appointed Libraries.

ii) The content can be accessed from the animated banner on the portal. An example is shown below

## 5.2 To add a new 4 knowledge pillars article

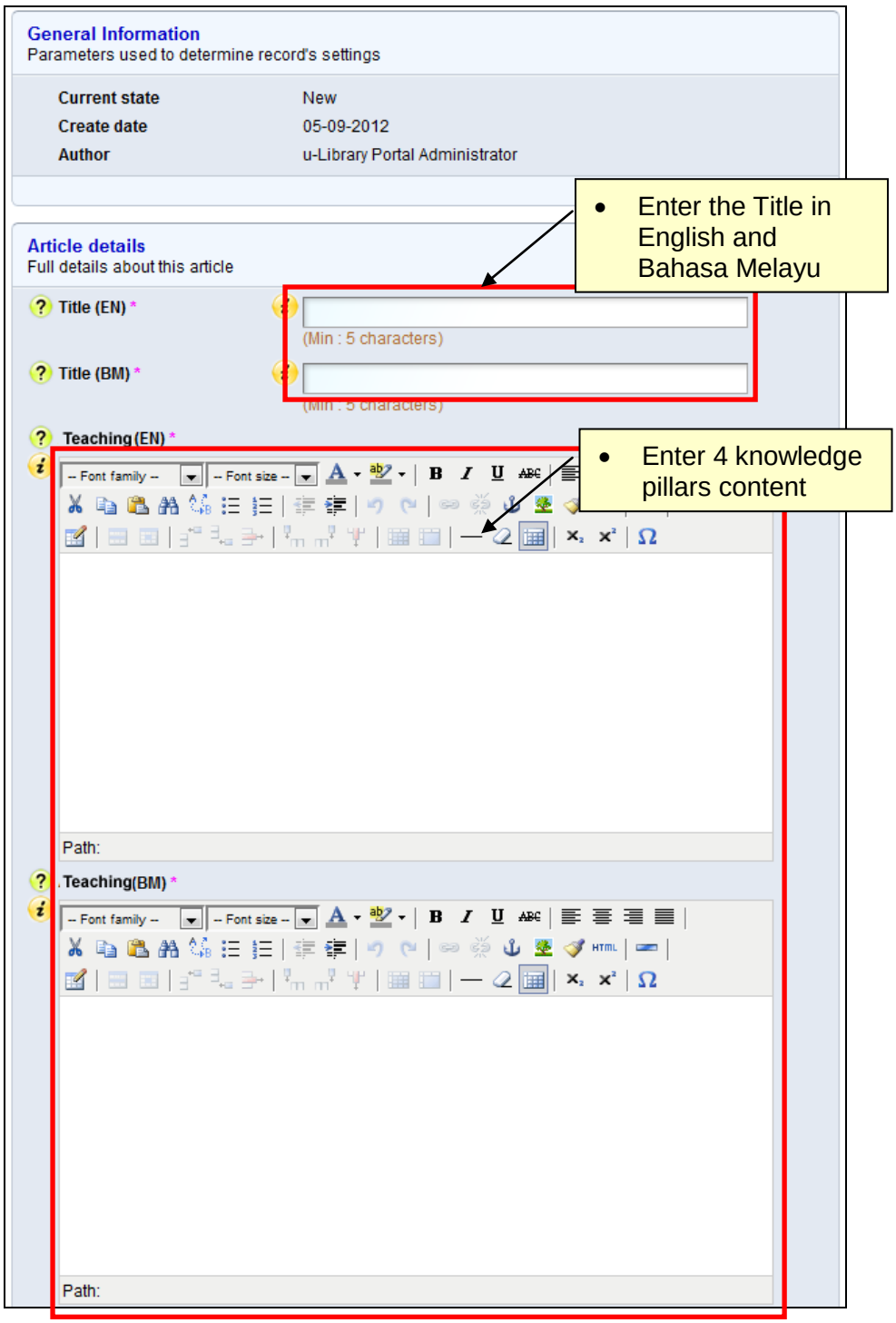
i) This task is the responsibility of the Chief u-Library Admin.

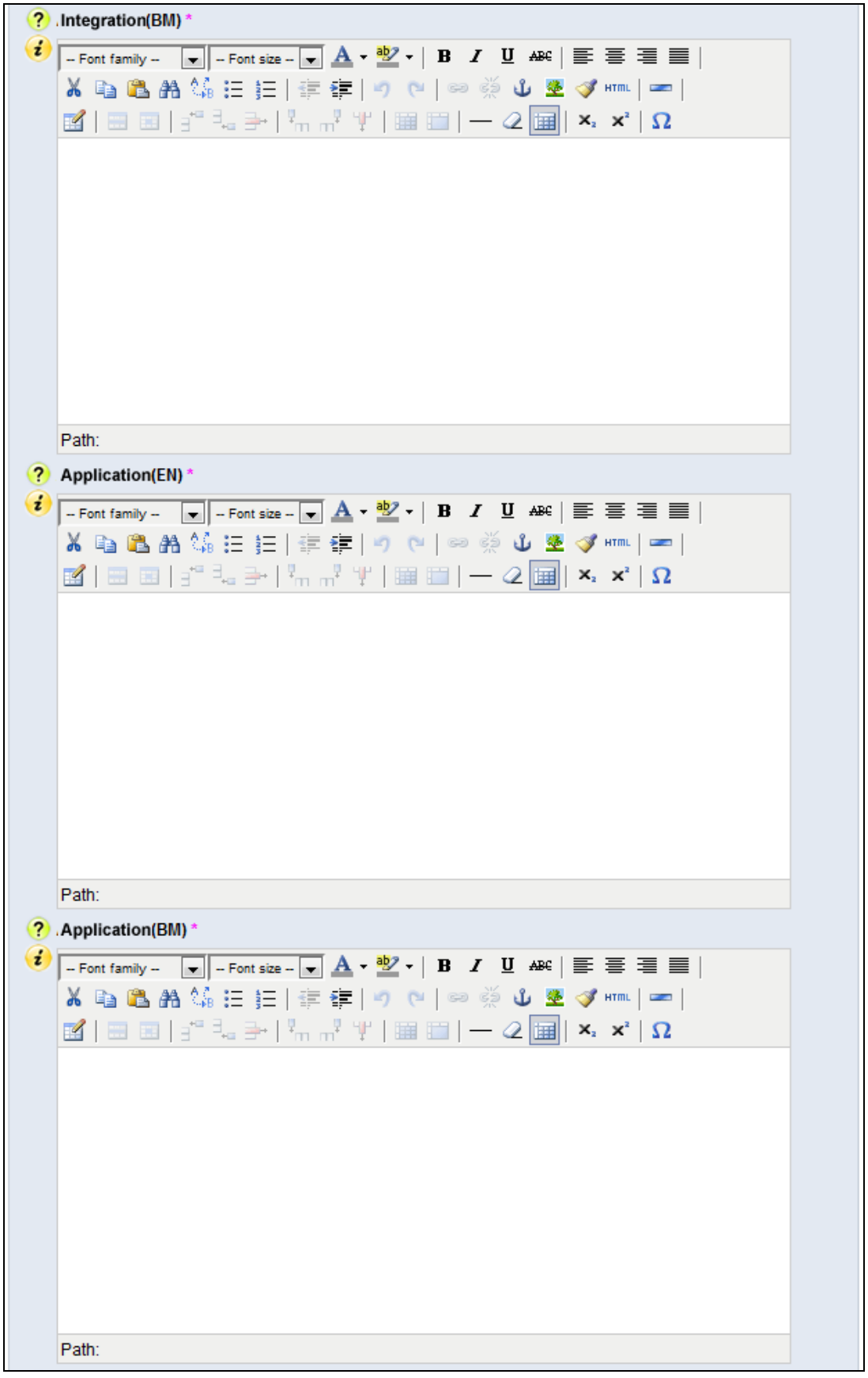
ii) Under “Control Panel > Web Publishing Manager”, click on the “4-Pillar” tab.

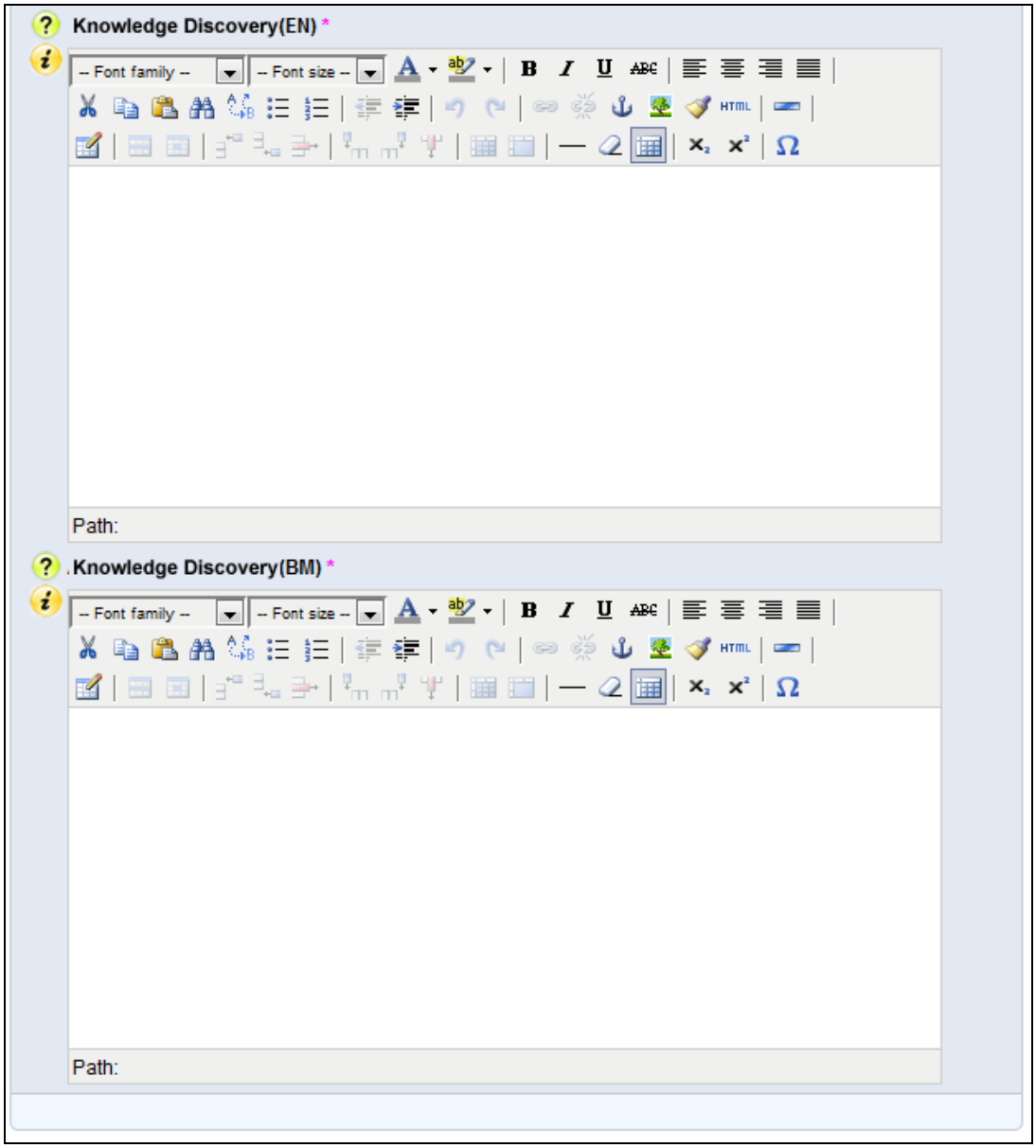
## 5.3 Once the “4-Pillars” module is launched, click on the "Add new" button.

i) On the loaded article creation form

- Enter the title in both English and Bahasa Melayu
- Enter the 4 knowledge pillars content in both English and Bahasa Melayu



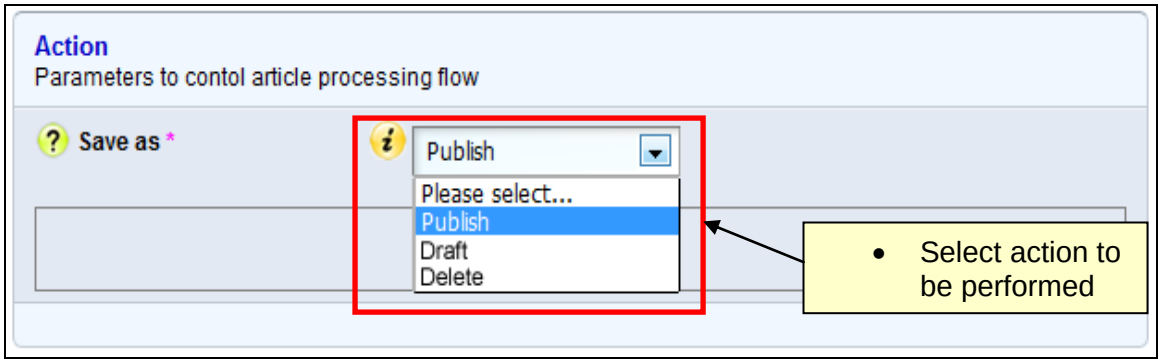

Integration(BM) *
-- Font family --
-- Font size --
Path:
Application(EN) *
-- Font family --
-- Font size --
Path:
Application(BM) *
-- Font family --
-- Font size --
Path:




ii) Saving the 4 knowledge pillar article

- After completing the form, you can select to save the form with the following status.

| Status | Description |
|---|---|
| Publish | Article has been completed and can be saved and published onto portal |
| Draft | Save the article as draft. Article will not be published onto portal. |
| Delete | Remove the article from system |

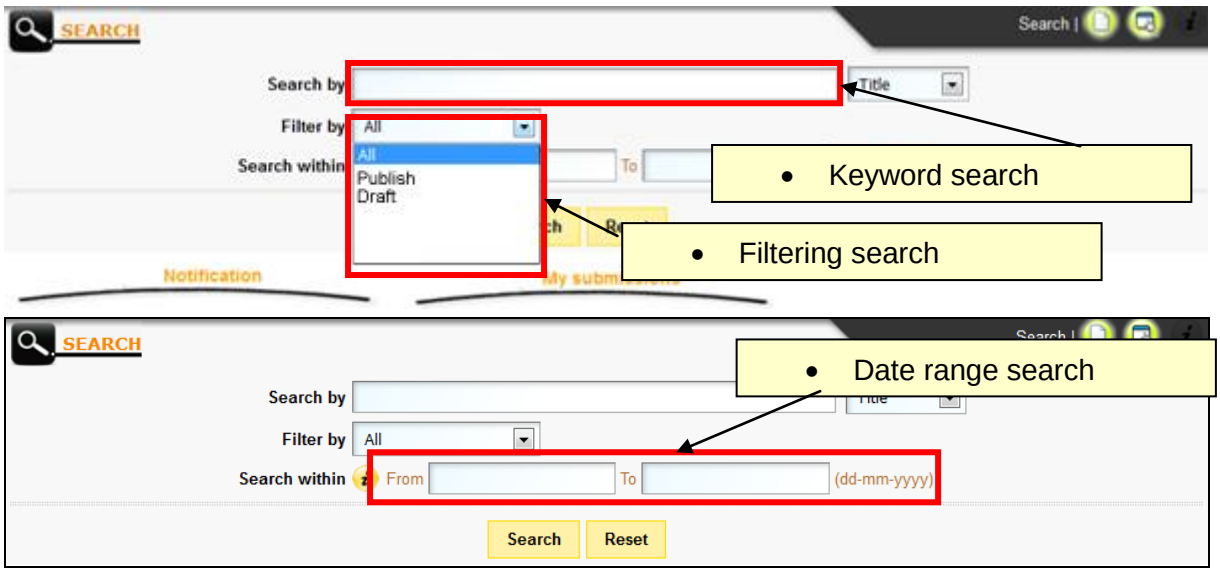



iii) Upon successful adding of article, you will be presented with a notification screen.

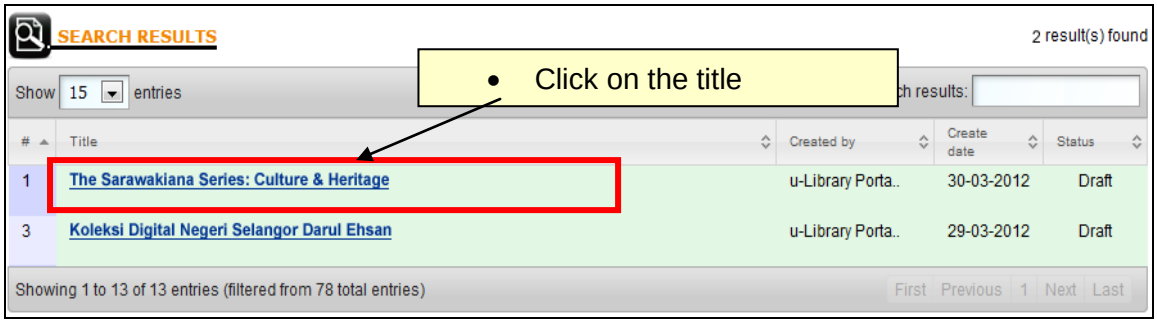
## 5.4 Updating 4 pillars article

i) Search Existing Articles

- Search for the article you have created previously. You can search by keyword or show records by status or search by date range.



ii) Once you have found the record, click on the title.

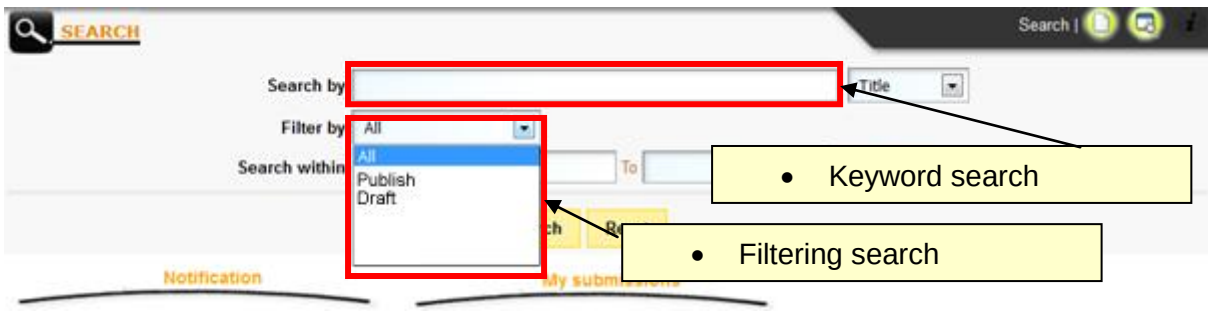

SEARCH RESULTS
2 result(s) found
Click on the title
Show 15 entries
# Title Created by Create date Status
1 The Sarawakiana Series: Culture & Heritage u-Library Porta.. 30-03-2012 Draft
3 Koleksi Digital Negeri Selangor Darul Ehsan u-Library Porta.. 29-03-2012 Draft
Showing 1 to 13 of 13 entries (filtered from 78 total entries)
First Previous 1 Next Last

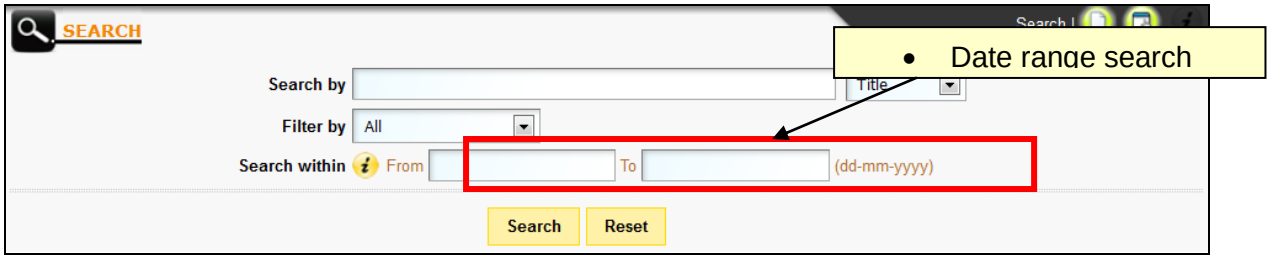
iii) You will be presented with the editing screen similar to add new article screen.

- Proceed to make changes to the form and then save the form
- Click on “Submit” button.
- Upon successful updating of the article, you will be presented with a notification screen. Click on “*OK*” to exit and go back to “4-Pillars” main screen.

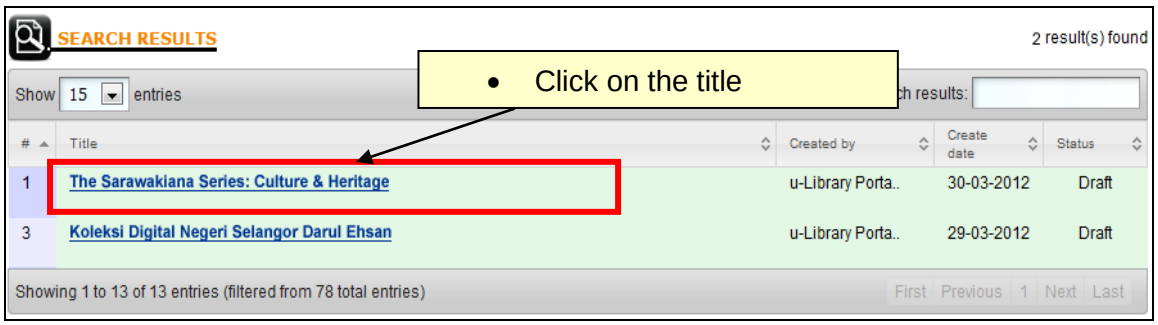
## 5.5 Removing a 4 pillars article

i) Search for the article you have created previously. You can search by keyword or show records by status or search by date range.



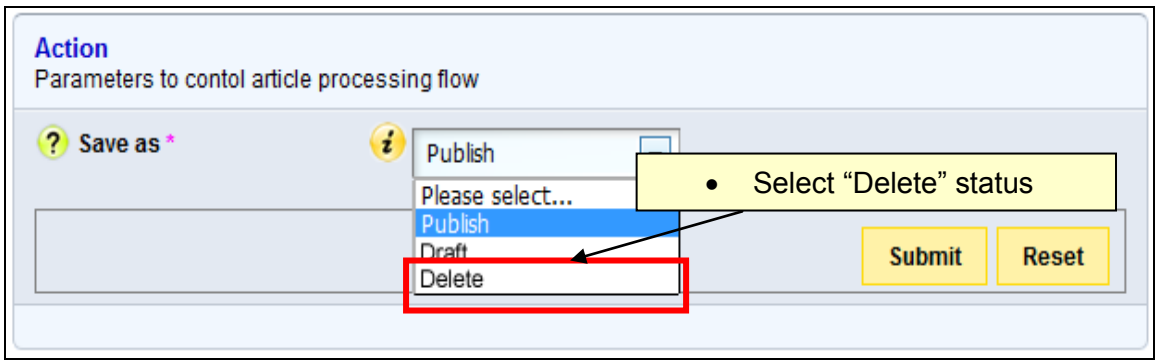



ii) Once you have found the record, click on the title.



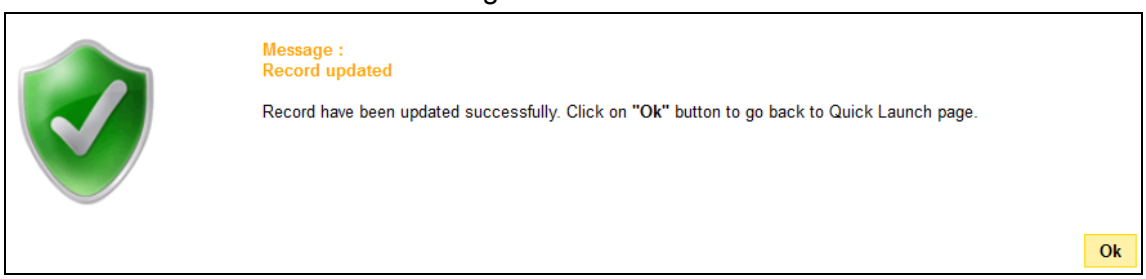

iii) You will be presented with the editing screen similar to add new article screen.

iv) Select “Delete” from “Save As” option under “Action” section.




v) Click on “Submit” button.

vi) Upon successful updating of the article, you will be presented with a notification screen. Click on “*OK*” to exit and go back to “4-Pillars” main screen.



# 6. Managing Images for Image Slideshow

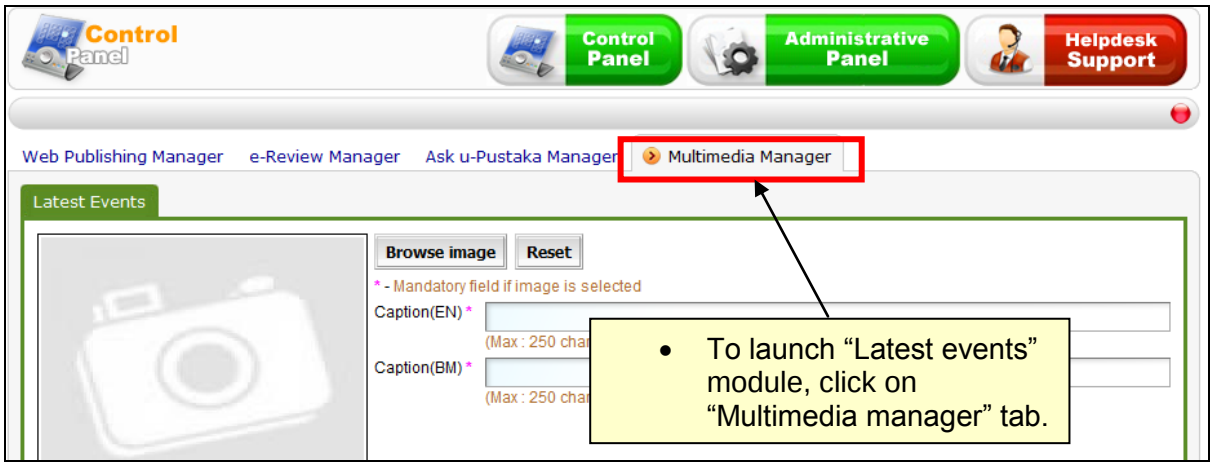
## 6.1 Introduction

i) This section shall cover the steps required to manage photos or images shown on the u-Pustaka Portal.

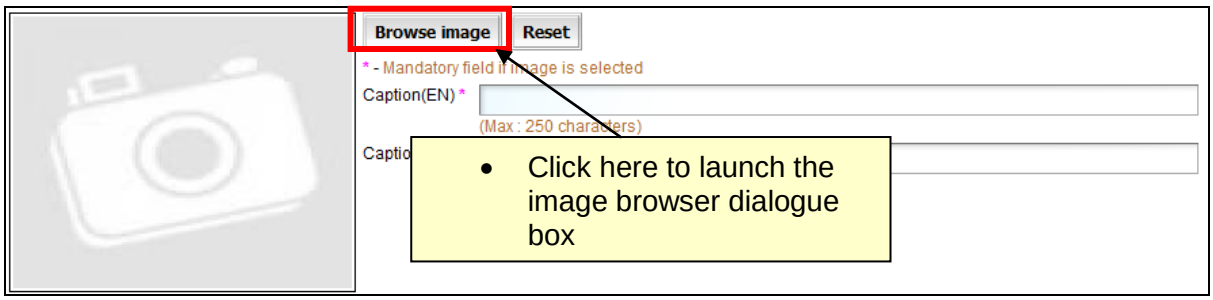
ii) The images updated can then be viewed by the members here :

## 6.2 To add an image

i) This task is the responsibility of the Chief u-Library Admin. Under “Control panel”, click on the “Multimedia Manager” tab.




ii) Once the “Multimedia Manager” is launched, click on any of the “Browse image” button located at each of the empty slide.


Browse image
Reset
* - Mandatory field if image is selected
Caption(EN) *
(Max : 250 characters)
• Click here to launch the image browser dialogue box

iii) On the next screen, please select a title listed by default or search for a title.

By default, system will automatically filter out all the titles without image(s) being attached to it. As the result, if you failed to search for a title, you must revisit that title to upload all the image(s) relevant to the selected title before you come back to this module to select image(s) from the title for displaying on homepage.

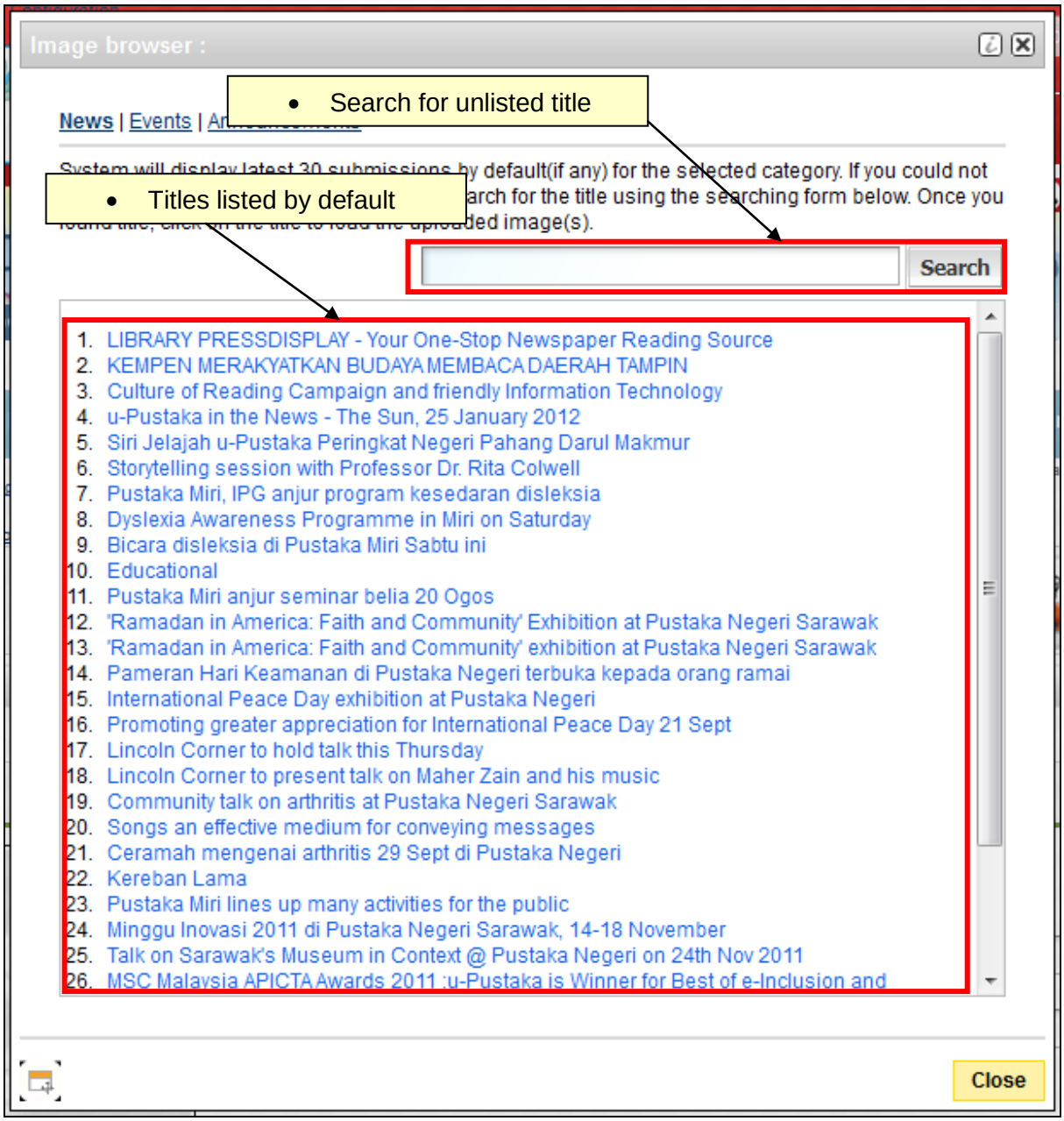


Image browser :
Search for unlisted title
Titles listed by default
News | Events
default(if any) for the selected category. If you could not
arch for the title using the searching form below. Once you
ded image(s).
Search
1. LIBRARY PRESSDISPLAY - Your One-Stop Newspaper Reading Source
2. KEMPEN MERAKYATKAN BUDAYA MEMBACA DAERAH TAMPIN
3. Culture of Reading Campaign and friendly Information Technology
4. u-Pustaka in the News - The Sun, 25 January 2012
5. Siri Jelajah u-Pustaka Peringkat Negeri Pahang Darul Makmur
6. Storytelling session with Professor Dr. Rita Colwell
7. Pustaka Miri, IPG anjur program kesedaran disleksia
8. Dyslexia Awareness Programme in Miri on Saturday
9. Bicara disleksia di Pustaka Miri Sabtu ini
10. Educational
11. Pustaka Miri anjur seminar belia 20 Ogos
12. 'Ramadan in America: Faith and Community' Exhibition at Pustaka Negeri Sarawak
13. 'Ramadan in America: Faith and Community' exhibition at Pustaka Negeri Sarawak
14. Pameran Hari Keamanan di Pustaka Negeri terbuka kepada orang ramai
15. International Peace Day exhibition at Pustaka Negeri
16. Promoting greater appreciation for International Peace Day 21 Sept
17. Lincoln Corner to hold talk this Thursday
18. Lincoln Corner to present talk on Maher Zain and his music
19. Community talk on arthritis at Pustaka Negeri Sarawak
20. Songs an effective medium for conveying messages
21. Ceramah mengenai arthritis 29 Sept di Pustaka Negeri
22. Kereban Lama
23. Pustaka Miri lines up many activities for the public
24. Minggu Inovasi 2011 di Pustaka Negeri Sarawak, 14-18 November
25. Talk on Sarawak's Museum in Context @ Pustaka Negeri on 24th Nov 2011
26. MSC Malaysia APICTA Awards 2011 :u-Pustaka is Winner for Best of e-Inclusion and
Close

iv) Click on the title, then select an image

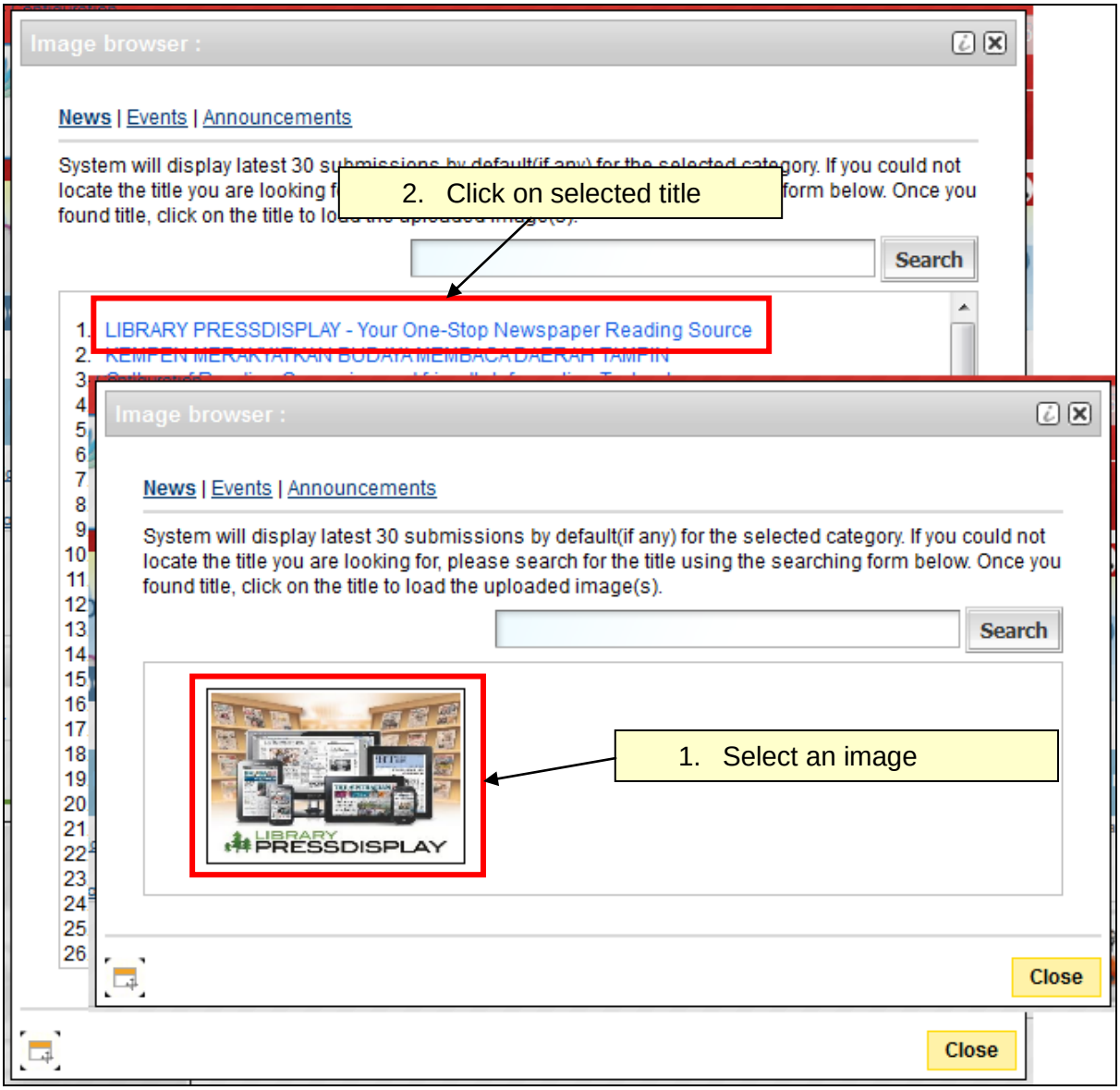
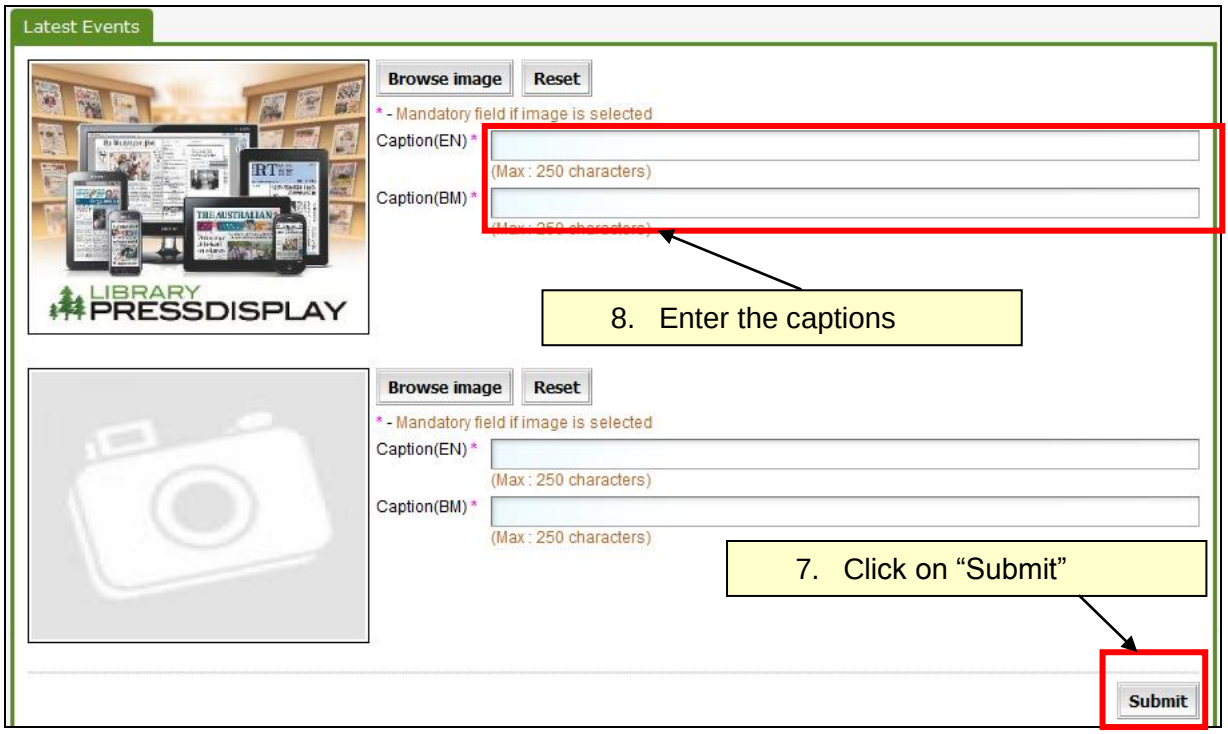


Image browser :
News | Events | Announcements
System will display latest 30 submissions by default(if any) for the selected category. If you could not locate the title you are looking f form below. Once you found title, click on the title to lo
2. Click on selected title
Search
1. LIBRARY PRESSDISPLAY - Your One-Stop Newspaper Reading Source
2. KEMPEN MERAKYATKAN BUDAYA MEMBACA DAERAH TAMPIN
Image browser :
News | Events | Announcements
System will display latest 30 submissions by default(if any) for the selected category. If you could not locate the title you are looking for, please search for the title using the searching form below. Once you found title, click on the title to load the uploaded image(s).
Search
1. Select an image
LIBRARY PRESSDISPLAY
Close
Close

v) Enter the caption to be displayed for both English and Bahasa Melayu then click on “Submit”.



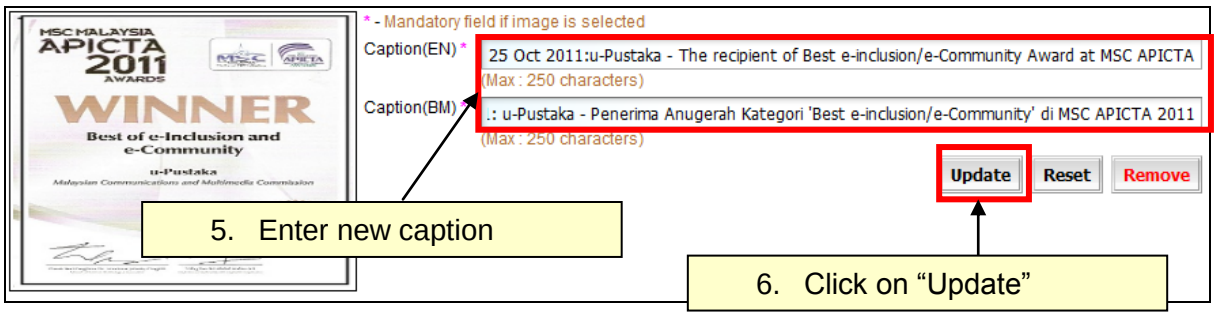

## 6.3 Update image caption

i) This task is the responsibility of the Chief u-Library Admin

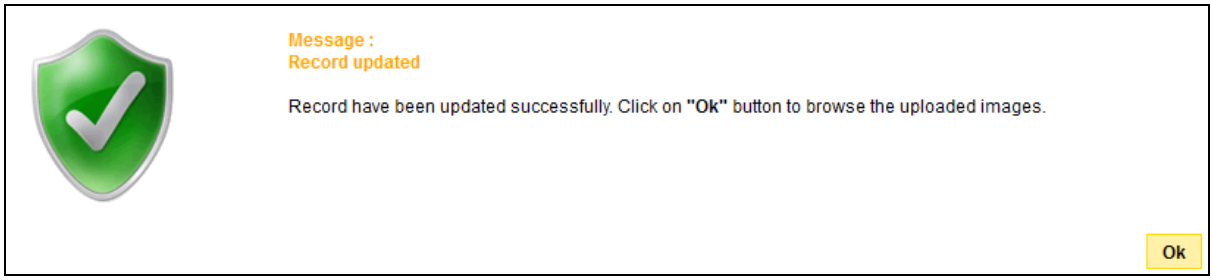
ii) Under “Control panel”, click on the “Multimedia Manager” tab.

iii) Scroll down to the bottom of the page. All slides that have been used will be displayed at the bottom of the page.

iv) Locate the image you would like to update, enter your new caption then click on “Update” button.



v) Message indicating successful update will be displayed. Click “Ok” to proceed.




## 6.4 Remove image from slideshow

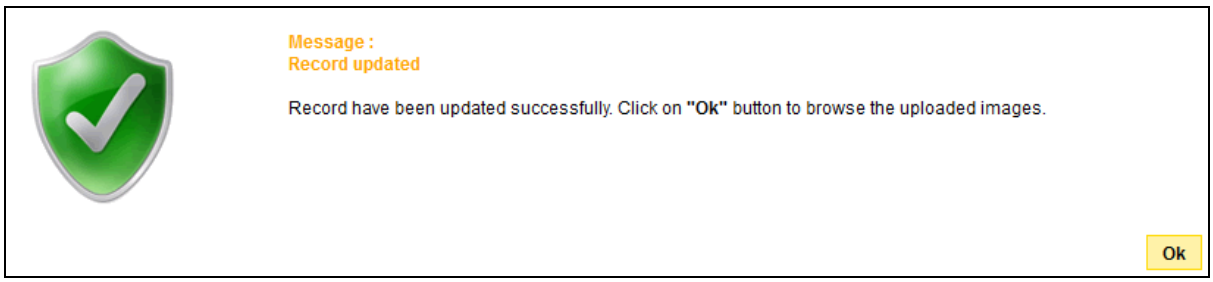
i) This task is the responsibility of the Chief u-Library Admin

ii) Under “Control panel”, click on the “Multimedia Manager” tab.

iii) Scroll down to the bottom of the page. All slides that have been used will be displayed at the bottom of the page.

iv) Locate the image you would like to remove then click on “Remove” button.

v) Message indicating successful update will be displayed. Click “Ok” to proceed.



# 7. Update category/group information

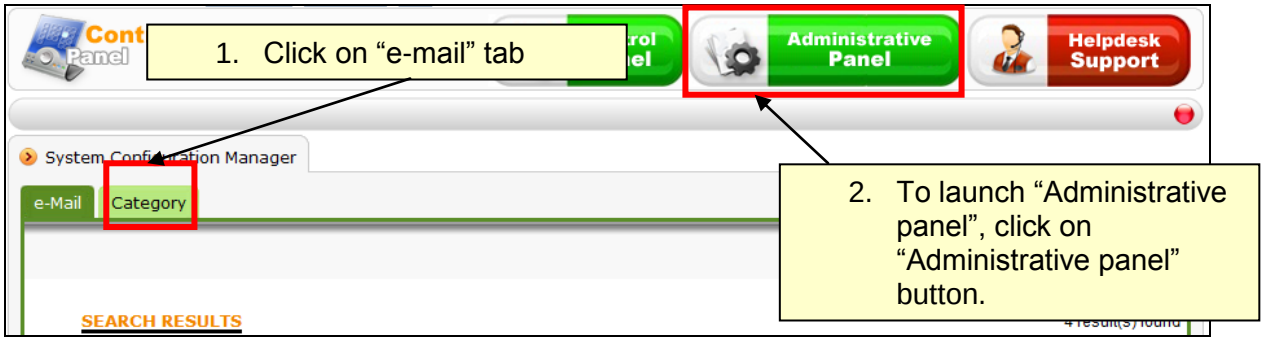
## 7.1 Introduction

i) Categories are used by u-Pustaka portal to group information for Links, News, Events, Announcements as well as e-Resources.

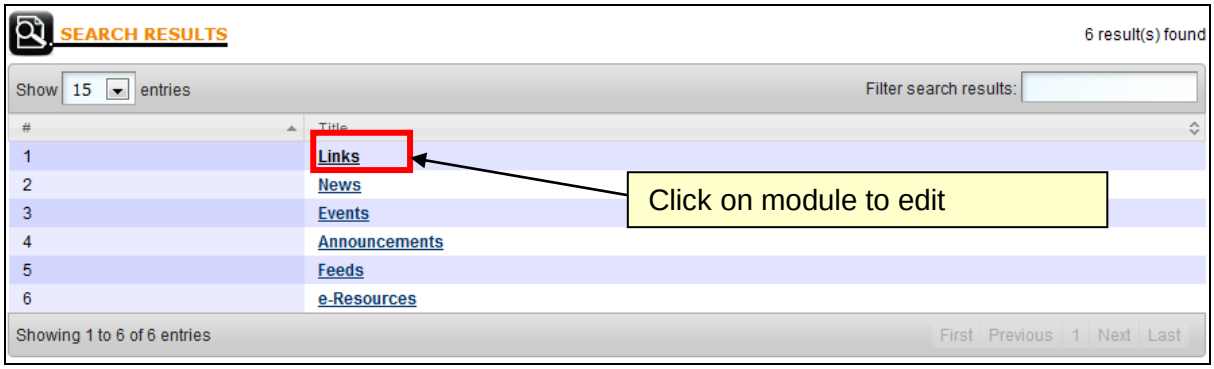
## 7.2 To update category/group information

i) This task is the responsibility of the Chief u-Library Admin

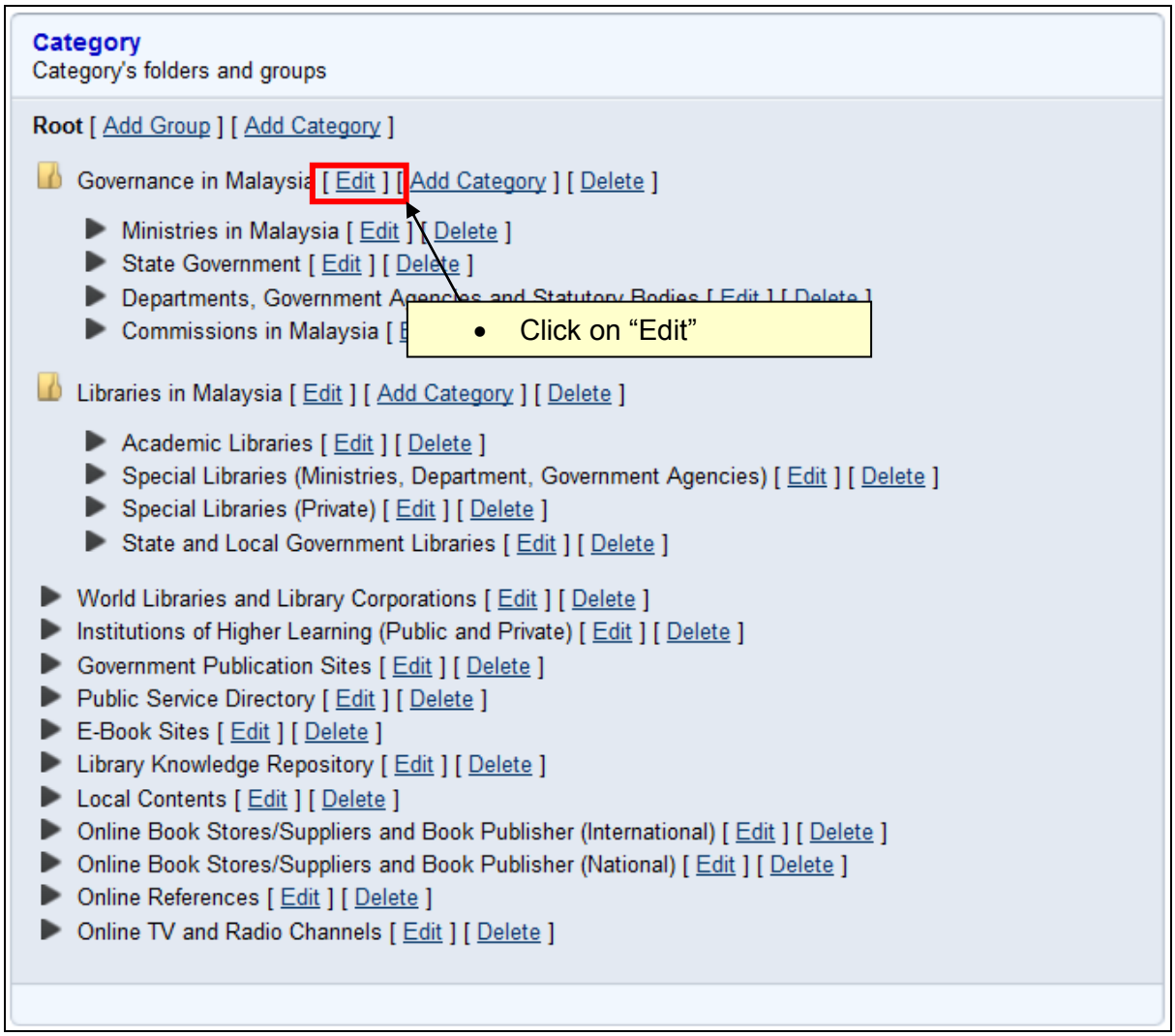
ii) Under “Control panel”, click on the “Administrative Panel” button then click on “Category” tab



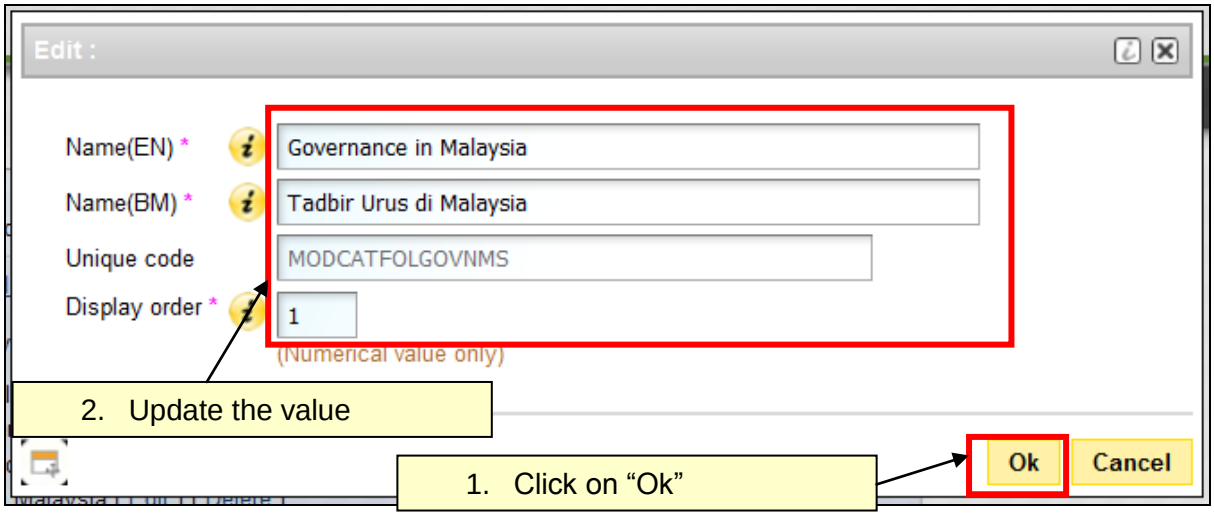

iii) From the result listed, click on the module to edit.



iv) On the next screen, find the category/group you would like update then click on "Edit" link.


Category
Category's folders and groups
Root [ Add Group ] [ Add Category ]
Governance in Malaysia [ Edit ] [ Add Category ] [ Delete ]
Ministries in Malaysia [ Edit ] [ Delete ]
State Government [ Edit ] [ Delete ]
Commissions in Malaysia [
Click on "Edit"
Libraries in Malaysia [ Edit ] [ Add Category ] [ Delete ]
Academic Libraries [ Edit ] [ Delete ]
Special Libraries (Ministries, Department, Government Agencies) [ Edit ] [ Delete ]
Special Libraries (Private) [ Edit ] [ Delete ]
State and Local Government Libraries [ Edit ] [ Delete ]
World Libraries and Library Corporations [ Edit ] [ Delete ]
Institutions of Higher Learning (Public and Private) [ Edit ] [ Delete ]
Government Publication Sites [ Edit ] [ Delete ]
Public Service Directory [ Edit ] [ Delete ]
E-Book Sites [ Edit ] [ Delete ]
Library Knowledge Repository [ Edit ] [ Delete ]
Local Contents [ Edit ] [ Delete ]
Online Book Stores/Suppliers and Book Publisher (International) [ Edit ] [ Delete ]
Online Book Stores/Suppliers and Book Publisher (National) [ Edit ] [ Delete ]
Online References [ Edit ] [ Delete ]
Online TV and Radio Channels [ Edit ] [ Delete ]

v) On the editing screen, edit the display name and/or display order that you intended to update then click on "Ok".



vi) Message indicating successful update will be displayed. Click “Ok” to proceed.

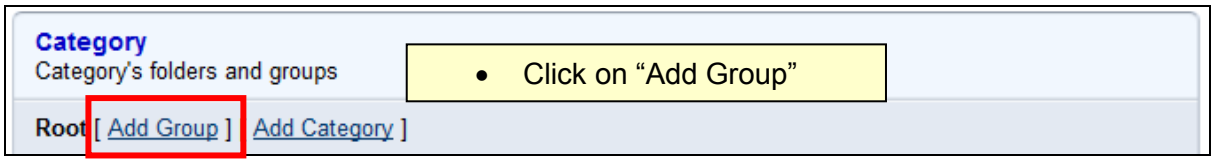
## 7.3 Adding a New Group/Category

i) This task is the responsibility of the Chief u-Library Admin

ii) The following are differences between “Group” and “Category”

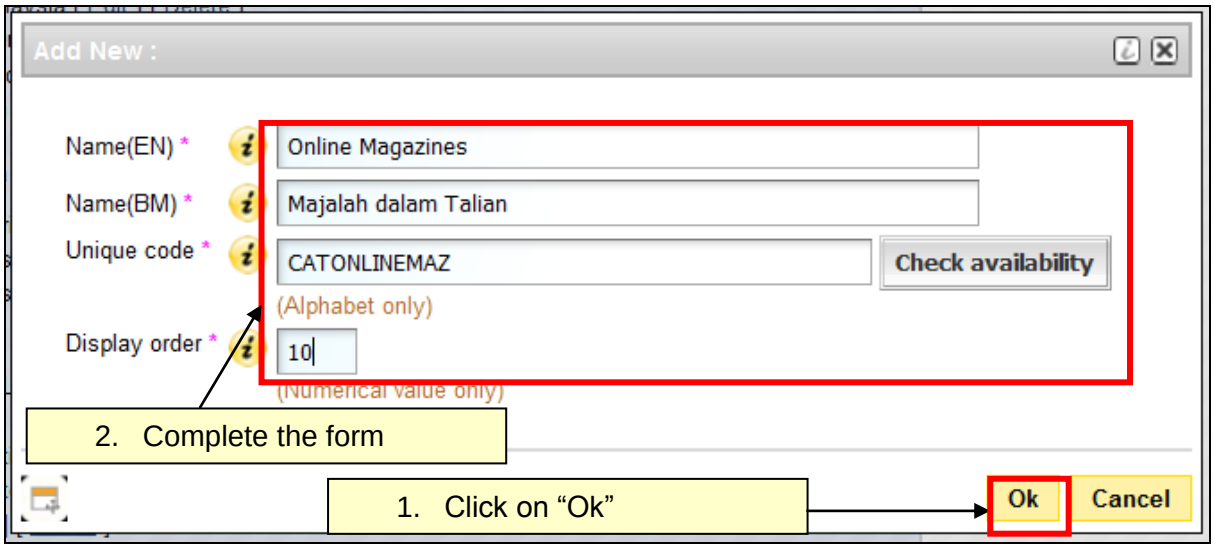
| Type | Description |
|---|---|
| Create Group | • Is used to create a folder that can be used to store a group of categories that can be grouped under one common grouping |
| Create Category | • Is used to create a category that can be used to categorize records that will be created |

iii) The steps for adding group and category are the same. For this example, we will add a group. Click on the “Add Group” link located beside the “Root” level.



iv) On the next screen, complete the form then click on “Ok”.

| | |
|---|---|
| Name(EN) | Display name in English |
| Name(BM) | Display name in Bahasa Melayu |
| Unique Code | A unique identifier code that will be used by system for verification and data retrieval.<br>EG. CATONLINEREF, is used for “Online References” category |
| Display order | The display order of this category |
| | |




v) Message indicating successful update will be displayed. Click “Ok” to proceed.

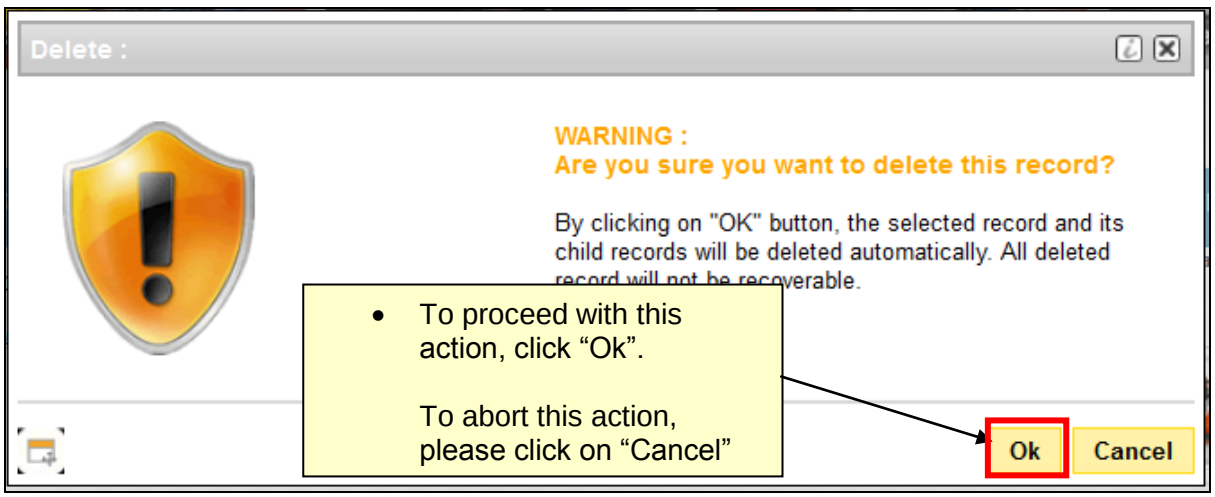
## 7.4 Delete a group/category

i) This task is the responsibility of the Chief u-Library Admin

ii) Search for the group/category you would like to delete then click on the “Delete” link.

Local Contents [ Edit ] [ Delete ]
Online Book Stores/Suppliers and Book Publisher (Internation
Online Magazines [ Edit ] [ Add Category ] [ Delete ]
Online Book Stores/Suppliers and Book Publisher (National) [ Edit ] [ Delete ]
• Click on “Delete”

iii) On the next screen, please think twice on you decision before you proceeding to click on “Ok”. By clicking on “Ok” button, system will automatically delete all child records that are relevant to the group or category that you are deleting.


Delete :
WARNING :
Are you sure you want to delete this record?
By clicking on "OK" button, the selected record and its child records will be deleted automatically. All deleted record will not be recoverable.
• To proceed with this action, click “Ok”.
To abort this action, please click on “Cancel”
Ok
Cancel

iv) Message indicating successful update will be displayed. Click “Ok” to proceed.